

Business Administration AS (52.0101)

CIP Code

52.0101

Overview

Program Coordinator: John Broderick – johnbroderick@cltcc.edu

Program Description

This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

Degree

Associate of Science Business Administration

Program Curriculum

Course No.	Course Title	Lecture	Lab	Total Credit Hours	Total Clock Hours
Semester 1					
ENGL 1010	English Composition I	3	0	3	45
MATH 1100	College Algebra	3	0	3	45
BUSI 1030	Introduction to Business	3	0	3	45
History Elective	Gen Ed Humanities	3	0	3	45
CPTR 2002	Computer Literacy and Applications	3	0	3	45
ORNT 1000	Freshman Seminar	1	0	1	15
				16	240

Semester 2					
ACCT 2100	Intro to Financial Accounting	3	0	3	45
BUSN 2200	Foundations of Marketing	3	0	3	45
ENGL 1020	English Composition II	3	0	3	45
ARTS 1200	Introduction to Visual Arts	3	0	3	45
MATH 2100	Introductory Statistics	3	0	3	45
				15	420
Semester 3					
ACCT 2110	Introduction to Managerial Accounting	3	0	3	45
ECON 2010	Principles of Macroeconomics	3	0	3	45
Gen Ed Natural Science	Gen Ed – 1st in sequence	3	0	3	45
BUSE 1045 or SPCH 2150	Business Communications OR Public Speaking	3	0	3	45
BUSN 2310	Business Statistics	3	0	3	45
				15	645
Semester 4					
ECON 2020	Principles of Microeconomics	3	0	3	45
MATH 1431	Business Calculus	3	0	3	45
GEOG 1010	World Regional Geography	3	0	3	45
Gen Ed Natural Science	Gen Ed – 2nd in sequence	3	0	3	45
English Elective	Gen Ed Humanities	3	0	3	45
AS – Business Administration				15	915