

# Business Administration

2009-10

Suggested Course Planning Guide

Articulated A.S. to B.A. /B.S. Career Path

<b>Articulated A.S. to B.A./B.S. Career Path</b> (UF, FSU, FAMU, USF, FAU, UWF, UCF, FIU, UNF, UGCU)	<b>6 Semester Plan</b>	<b>8 Semester Plan</b>
	<p><b>Semester 1</b> (12 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>MAC 1105</b> College Algebra</p> <p><b>Semester 2</b> (12 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>ENC 1102</b> Freshman Composition II  <b>MAN 2021</b> Principles of Management  <b>MAC 2233</b> Calculus for Business</p> <p><b>Semester 3</b> (6 credit hours)</p> <p><b>Humanities (Gordon Rule)</b>  <b>STA 2023</b> Statistical Methods</p> <p><b>Semester 4</b> (12 credit hours)</p> <p><b>BUL 2241</b> Business Law I  <b>ECO 2013</b> Principles of Economics—Macro  <b>ACG 2021</b> Principles of Financial Accounting                      *<b>General Ed Elective (s)</b> 3 hrs— see Recommended Electives</p> <p><b>Semester 5</b> (12 credit hours)</p> <p><b>ECO 2023</b> Principles of Economics—Micro  <b>MAR 2011</b> Principles of Marketing  <b>ACG 2071</b> Principles of Managerial Accounting  <b>Humanities Elective(s)</b> 3 Hours</p> <p><b>Semester 6</b> (10 credit hours)</p> <p><b>Science Elective(s)</b> 3 Hours                      *<b>General Ed Elective (s)</b> 7 hrs— see Recommended Electives</p>	<p><b>Semester 1</b> (9 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>MAC 1105</b> College Algebra</p> <p><b>Semester 2</b> (9 credit hours)</p> <p><b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>ENC 1102</b> Freshman Composition II  <b>MAC 2233</b> Calculus for Business</p> <p><b>Semester 3</b> (6 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>STA 2023</b> Statistical Methods</p> <p><b>Semester 4</b> (9 credit hours)</p> <p><b>Humanities (Gordon Rule)</b>  <b>ECO 2013</b> Principles of Economics—Macro  <b>MAN 2021</b> Principles of Management</p> <p><b>Semester 5</b> (9 credit hours)</p> <p><b>BUL2241</b> Business Law I  <b>ECO 2023</b> Principles of Economics—Micro  <b>General Ed Elective (s)</b> 3 hrs—see Recommended Electives</p> <p><b>Semester 6</b> (6 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>Science Elective (s)</b> 3 Hours</p> <p><b>Semester 7</b> (9 credit hours)</p> <p><b>Humanities Elective(s)</b> 3 Hours  <b>ACG 2071</b> Principles of Managerial Accounting  <b>MAR 2011</b> Principles of Marketing</p> <p><b>Semester 8</b> (7 credit hours)</p> <p>*<b>General Ed Elective (s)</b> 7 hrs—see Recommended Electives</p>

\*Recommended electives include SLS1122, SLS1303, INR2002, and an applicable internship

# Business Administration

*Suggested Course Planning Guide*

*Associate in Applied Science Degree*

Finance Specialization	<b>6 Semester Plan</b>	<b>8 Semester Plan</b>
	<p><b>Semester 1</b> (11 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>SPC 1608</b> Fundamentals of Speech  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p> <p><b>Semester 2</b> (12 credit hours)</p> <p><b>MTB 1103</b> Business Mathematics  <b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY1012</b> General Psychology  <b>BUL 2241</b> Business Law I</p> <p><b>Semester 3</b> (12 credit hours)</p> <p><b>Humanities Elective</b> (3 credit hours)  <b>ACG 2021</b> Principles of Financial Accounting  <b>MAN 2021</b> Principles of Management  <b>ECO1000</b> Basic Economics</p> <p><b>Semester 4</b> (12 credit hours)</p> <p><b>OST 1335</b> Business Communications  <b>FIN 2000</b> Principles of Finance  <b>FIN 2010</b> Personal Finance  <b>Internship(s) or Business Electives*</b> (3 hours)</p> <p><b>Semester 5</b> (12 credit hours)</p> <p><b>FIN 2100</b> Personal Finance  <b>CGS 2510</b> Spreadsheet Applications for Business  <b>Science or Math Elective</b> (3 hours)  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 6</b> (5 credit hours)</p> <p><b>SLS 1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>	<p><b>Semester 1</b> (8 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p> <p><b>Semester 2</b> (9 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management</p> <p><b>Semester 3</b> (9 credit hours)</p> <p><b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY 1012</b> General Psychology  <b>BUL 2241</b> Business Law I  <b>CGS 2100</b> Microcomputer Fundamentals and Applications</p> <p><b>Semester 4</b> (9 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>ECO 1000</b> Basic Economics  <b>Humanities Elective</b> (3 credit hours)</p> <p><b>Semester 5</b> (9 credit hours)</p> <p><b>OST 1335</b> Business Communications  <b>FIN 2000</b> Principles of Finance  <b>FIN 2010</b> Personal Finance</p> <p><b>Semester 6</b> (6 credit hours)</p> <p><b>Internship(s) or Business Electives*</b> (3 hours)  <b>Science or Math Elective</b> (3 hours)</p> <p><b>Semester 7</b> (9 credit hours)</p> <p><b>FIN 2100</b> Personal Finance  <b>CGS 2510</b> Spreadsheet Applications for Business  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 8</b> (5 credit hours)</p> <p><b>SLS1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>

\*Business Electives must be selected from courses with prefixes as specified in the VALENCIA CATALOG

# Business Administration

Suggested Course Planning Guide

Associate in Applied Science Degree

## Human Resources Specialization

### 6 Semester Plan

**Semester 1** (11 credit hours)

**ENC 1101** Freshman Composition I  
**GEB 1011** Introduction to Business  
**SPC 1608** Fundamentals of Speech  
**OST 2831** Microsoft Windows  
**OST 1141** Computer Keyboarding

**Semester 2** (12 credit hours)

**MTB 1103** Business Mathematics  
**MAN 2300** Introduction to Human Resources Management  
**CGS 2100** Microcomputer Fundamentals and Applications  
**BUL 2241** Business Law I

**Semester 3** (12 credit hours)

**MAN 2021** Principles of Management  
**Humanities Elective** (3 credit hours)  
**INP 1301** Psychology in Business and Industry  
**OR**  
**PSY1012** General Psychology  
**OST 1335** Business Communications

**Semester 4** (12 credit hours)

**ACG 2021** Principles of Financial Accounting  
**MNA 2320** Human Resources Recruitment, Selection, and Staffing  
**MNA 2403** Human Resources Management Law and Employee Relations  
**Internship(s) or Business Electives\*** (3 hours)

**Semester 5** (10 credit hours)

**MNA 2325** Compensation and Benefits Systems  
**SLS 1303** Job Search  
**Science or Math Elective** (3 hours)  
**Elective** (3 credit hours)

**Semester 6** (7 credit hours)

**^MNA 2329** Case Studies in Human Resources Management  
**Internship(s) or Business Electives\*** (4 hours)

### 8 Semester Plan

**Semester 1** (8 credit hours)

**ENC 1101** Freshman Composition I  
**GEB 1011** Introduction to Business  
**OST 2831** Microsoft Windows  
**OST 1141** Computer Keyboarding

**Semester 2** (9 credit hours)

**MAN 2300** Intro to Human Resources Mgmt  
**CGS 2100** Microcomputer Fundamentals and Applications  
**MTB 1103** Business Mathematics

**Semester 3** (9 credit hours)

**MAN 2021** Principles of Management  
**Humanities Elective** (3 credit hours)  
**SPC 1608** Fundamentals of Speech

**Semester 4** (9 credit hours)

**MNA 2320** Human Resources, Recruitment, Selection, and Staffing  
**OST 1335** Business Communications  
**Science or Math Elective** (3 hours)

**Semester 5** (9 credit hours)

**MNA 2325** Compensation & Benefits Systems  
**INP 1301** Psychology in Business/Industry **OR**  
**PSY 1012** General Psychology  
**ACG 2021** Principles of Financial Accounting

**Semester 6** (6 credit hours)

**BUL 2241** Business Law I  
**Internship(s) or Business Electives\*** (3 hours)

**Semester 7** (7 credit hours)

**MNA 2403** Human Resources Management Law and Employee Relations  
**SLS1303** Job Search  
**Elective** (3 credit hours)

**Semester 8** (7 credit hours)

**^MNA 2329** Case Studies in Human Resources Management  
**Internship(s) or Business Electives\*** (4 hours)

\*Business Electives must be selected from courses with prefixes as specified in the VALENCIA CATALOG

^If at all possible, MNA 2329 should be taken after **ALL** other human resources required courses.

Most Human Resources Management Specialization courses are offered **only** on East Campus.

# Business Administration

*Suggested Course Planning Guide*

*Associate in Applied Science Degree*

	<b>6 Semester Plan</b>	<b>8 Semester Plan</b>
<b>Management Specialization</b>	<p><b>Semester 1</b> (11 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>SPC 1608</b> Fundamentals of Speech  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p>	<p><b>Semester 1</b> (8 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p>
	<p><b>Semester 2</b> (12 credit hours)</p> <p><b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management  <b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>BUL 2241</b> Business Law I</p>	<p><b>Semester 2</b> (9 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management</p>
	<p><b>Semester 3</b> (12 credit hours)</p> <p><b>OST 1335</b> Business Communications  <b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY1012</b> General Psychology  <b>ECO1000</b> Basic Economics  <b>BUL 2242</b> Business Law II</p>	<p><b>Semester 3</b> (9 credit hours)</p> <p><b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY 1012</b> General Psychology  <b>BUL 2241</b> Business Law I  <b>CGS 2100</b> Microcomputer Fundamentals and Applications</p>
	<p><b>Semester 4</b> (12 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>MAR 2011</b> Principles of Marketing  <b>Internship(s) or Business Electives*</b> (3 hours)  <b>Humanities Elective</b> (3 credit hours)</p>	<p><b>Semester 4</b> (9 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>ECO 1000</b> Basic Economics  <b>BUL 2242</b> Business Law II</p>
	<p><b>Semester 5</b> (12 credit hours)</p> <p><b>ACG 2071</b> Managerial Accounting  <b>CGS 2510</b> Spreadsheet Applications for Business  <b>Science or Math Elective</b> (3 hours)  <b>Elective</b> (3 credit hours)</p>	<p><b>Semester 5</b> (9 credit hours)</p> <p><b>ACG 2071</b> Managerial Accounting  <b>OST 1335</b> Business Communications  <b>MAR 2011</b> Principles of Marketing</p>
	<p><b>Semester 6</b> (5 credit hours)</p> <p><b>SLS 1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>	<p><b>Semester 6</b> (6 credit hours)</p> <p><b>Humanities Elective</b> (3 credit hours)  <b>Internship(s) or Business Electives*</b> (3 hours)</p> <p><b>Semester 7</b> (9 credit hours)</p> <p><b>CGS 2510</b> Spreadsheet Applications for Business  <b>Science or Math Elective</b> (3 hours)  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 8</b> (5 credit hours)</p> <p><b>SLS1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>

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# Business Administration

*Suggested Course Planning Guide*

*Associate in Applied Science Degree*

	<b>6 Semester Plan</b>	<b>8 Semester Plan</b>
<b>Marketing Specialization</b>	<p><b>Semester 1</b> (11 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>SPC 1608</b> Fundamentals of Speech  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p>	<p><b>Semester 1</b> (8 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p>
	<p><b>Semester 2</b> (12 credit hours)</p> <p><b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management  <b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>BUL 2241</b> Business Law I</p>	<p><b>Semester 2</b> (9 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management</p>
	<p><b>Semester 3</b> (12 credit hours)</p> <p><b>BUL 2242</b> Business Law II  <b>OST 1335</b> Business Communications  <b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY1012</b> General Psychology  <b>MAR 2011</b> Principles of Marketing</p>	<p><b>Semester 3</b> (9 credit hours)</p> <p><b>BUL 2241</b> Business Law I  <b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>MAR 2011</b> Principles of Marketing</p>
	<p><b>Semester 4</b> (12 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>MKA 2021</b> Principles of Selling  <b>Humanities Elective</b> (3 credit hours)  <b>Internship(s) or Business Electives*</b> (3 hours)</p>	<p><b>Semester 4</b> (9 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>BUL 2242</b> Business Law II  <b>MKA 2021</b> Principles of Selling</p>
	<p><b>Semester 5</b> (12 credit hours)</p> <p><b>MKA 2511</b> Advertising  <b>CGS 2510</b> Spreadsheet Applications for Business  <b>Science or Math Elective</b> (3 hours)  <b>Elective</b> (3 credit hours)</p>	<p><b>Semester 5</b> (9 credit hours)</p> <p><b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY 1012</b> General Psychology  <b>OST 1335</b> Business Communications  <b>MKA 2511</b> Advertising</p>
	<p><b>Semester 6</b> (5 credit hours)</p> <p><b>SLS 1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>	<p><b>Semester 6</b> (6 credit hours)</p> <p><b>Humanities Elective</b> (3 credit hours)  <b>Internship(s) or Business Electives*</b> (3 hours)</p> <p><b>Semester 7</b> (9 credit hours)</p> <p><b>CGS 2510</b> Spreadsheet Applications for Business  <b>Science or Math Elective</b> (3 hours)  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 8</b> (5 credit hours)</p> <p><b>SLS1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>

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# Business Administration

*Suggested Course Planning Guide*

*Associate in Applied Science Degree*

Property & Casualty Insurance Specialization	<b>6 Semester Plan</b>	<b>8 Semester Plan</b>
	<b>Semester 1</b> (12 credit hours)	<b>Semester 1</b> (9 credit hours)
	ENC 1101 Freshman Composition I GEB 1011 Introduction to Business SPC 1608 Fundamentals of Speech RMI 1521 Principles of Insurance (INS-21)	ENC 1101 Freshman Composition I GEB 1011 Introduction to Business RMI 1521 Principles of Insurance (INS-21)
	<b>Semester 2</b> (11 credit hours)	<b>Semester 2</b> (9 credit hours)
	MTB 1103 Business Mathematics OST 2831 Microsoft Windows OST 1141 Computer Keyboarding BUL 2241 Business Law I RMI 1522 Personal Insurance (INS-22)	MTB 1103 Business Mathematics SPC 1608 Fundamentals of Speech RMI 1522 Personal Insurance (INS-22)
	<b>Semester 3</b> (12 credit hours)	<b>Semester 3</b> (8 credit hours)
	MAN 2021 Principles of Management OST 1335 Business Communications CGS 2100 Microcomputer Fundamentals and Applications Humanities Elective (3 credit hours)	MAN 2021 Principles of Management BUL 2241 Business Law I OST 1141 Computer Keyboarding OST 2831 Microsoft Windows
	<b>Semester 4</b> (12 credit hours)	<b>Semester 4</b> (9 credit hours)
	ACG 2021 Principles of Financial Accounting INP 1301 Psychology in Business and Industry OR PSY1012 General Psychology Elective (3 credit hours) RMI 1523 Commercial Insurance (INS-23)	RMI 1523 Commercial Insurance (INS-23) CGS 2100 Microcomputer Fundamentals/App. INP 1301 Psychology in Business and Industry OR PSY 1012 General Psychology
	<b>Semester 5</b> (12 credit hours)	<b>Semester 5</b> (9 credit hours)
RMI 1612 Principles of Casualty Insurance and Surety Bonding RMI 1613 Principles of Property Insurance Internship(s) or Business Electives* (3 hours) Science or Math Elective (3 hours)	RMI 1612 Principles of Casualty Insurance and Surety Bonding RMI 1613 Principles of Property Insurance ACG 2021 Principles of Financial Accounting	
<b>Semester 6</b> (5 credit hours)	<b>Semester 6</b> (6 credit hours)	
Internship(s) or Business Electives* (2 hours) RMI 2524 Essentials of Risk Management (ARM 54)	RMI 2524 Essentials of Risk Management (ARM 54) OST 1335 Business Communications	
	<b>Semester 7</b> (9 credit hours)	
	Science or Math Elective (3 hours) Humanities Elective (3 credit hours) Internship(s) or Business Electives* (3 hours)	
	<b>Semester 8</b> (6 credit hours)	
	SLS1303 Job Search Internship(s) or Business Electives* (2 hours) Elective (3 credit hours)	

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All Property and Casualty Insurance Management Specialization courses are offered on East Campus; some courses are offered at other locations.

# Business Administration

*Suggested Course Planning Guide*

*Associate in Applied Science Degree*

	<b>6 Semester Plan</b>	<b>8 Semester Plan</b>
<b>Real Estate Specialization</b>	<p><b>Semester 1</b> (11 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>SPC 1608</b> Fundamentals of Speech  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p>	<p><b>Semester 1</b> (8 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p>
	<p><b>Semester 2</b> (12 credit hours)</p> <p><b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management  <b>BUL 2241</b> Business Law I  <b>CGS 2100</b> Microcomputer Fundamentals and Applications</p>	<p><b>Semester 2</b> (9 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management</p>
	<p><b>Semester 3</b> (12 credit hours)</p> <p><b>Humanities Elective</b> (3 credit hours)  <b>OST 1335</b> Business Communications  <b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY1012</b> General Psychology  <b>ACG 2021</b> Principles of Financial Accounting</p>	<p><b>Semester 3</b> (9 credit hours)</p> <p><b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY 1012</b> General Psychology  <b>BUL 2241</b> Business Law I  <b>CGS 2100</b> Microcomputer Fundamentals and Applications</p>
	<p><b>Semester 4</b> (12 credit hours)</p> <p><b>REE 1000</b> Real Estate Principles and Practices  <b>REE 1400</b> Florida Real Estate Law  <b>Internship(s) or Business Electives*</b> (3 hours)  <b>Science or Math Elective</b> (3 hours)</p>	<p><b>Semester 4</b> (9 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>OST 1335</b> Business Communications  <b>Science or Math Elective</b> (3 hours)</p>
	<p><b>Semester 5</b> (12 credit hours)</p> <p><b>MKA 2021</b> Principles of Selling  <b>Internship(s) or Business Electives*</b> (6 hours)  <b>Elective</b> (3 credit hours)</p>	<p><b>Semester 5</b> (9 credit hours)</p> <p><b>REE 1000</b> Real Estate Principles and Practices  <b>REE 1400</b> Florida Real Estate Law  <b>Humanities Elective</b> (3 credit hours)</p>
	<p><b>Semester 6</b> (5 credit hours)</p> <p><b>SLS 1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>	<p><b>Semester 6</b> (6 credit hours)</p> <p><b>Internship(s) or Business Electives*</b> (3 hours)  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 7</b> (9 credit hours)</p> <p><b>MKA 2021</b> Principles of Selling  <b>Internship(s) or Business Electives*</b> (6 hours)</p> <p><b>Semester 8</b> (5 credit hours)</p> <p><b>SLS1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>

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# Business Administration

*Suggested Course Planning Guide*

*Associate in Applied Science Degree*

Small Business Management Specialization	6 Semester Plan	8 Semester Plan
	<p><b>Semester 1</b> (11 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>SPC 1608</b> Fundamentals of Speech  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p> <p><b>Semester 2</b> (12 credit hours)</p> <p><b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management  <b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY1012</b> General Psychology  <b>BUL 2241</b> Business Law I</p> <p><b>Semester 3</b> (12 credit hours)</p> <p><b>Humanities Elective</b> (3 credit hours)  <b>OST 1335</b> Business Communications  <b>CGS 2100</b> Microcomputer Fundamentals and Applications  <b>SBM 1000</b> Small Business Management</p> <p><b>Semester 4</b> (12 credit hours)</p> <p><b>ACG 2021</b> Principles of Financial Accounting  <b>CGS 2510</b> Spreadsheet Applications for Business  <b>MAR 2011</b> Principles of Marketing  <b>Internship(s) or Business Electives*</b> (3 hours)</p> <p><b>Semester 5</b> (12 credit hours)</p> <p><b>Internship(s) or Business Electives*</b> (6 hours)  <b>Science or Math Elective</b> (3 hours)  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 6</b> (5 credit hours)</p> <p><b>SLS 1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>	<p><b>Semester 1</b> (8 credit hours)</p> <p><b>ENC 1101</b> Freshman Composition I  <b>GEB 1011</b> Introduction to Business  <b>OST 2831</b> Microsoft Windows  <b>OST 1141</b> Computer Keyboarding</p> <p><b>Semester 2</b> (9 credit hours)</p> <p><b>SPC 1608</b> Fundamentals of Speech  <b>MTB 1103</b> Business Mathematics  <b>MAN 2021</b> Principles of Management</p> <p><b>Semester 3</b> (9 credit hours)</p> <p><b>INP 1301</b> Psychology in Business and Industry  <b>OR</b>  <b>PSY 1012</b> General Psychology  <b>BUL 2241</b> Business Law I  <b>CGS 2100</b> Microcomputer Fundamentals and Applications</p> <p><b>Semester 4</b> (9 credit hours)</p> <p><b>SBM 1000</b> Small Business Management  <b>ACG 2021</b> Principles of Financial Accounting  <b>OST 1335</b> Business Communications</p> <p><b>Semester 5</b> (9 credit hours)</p> <p><b>MAR 2011</b> Principles of Marketing  <b>CGS 2510</b> Spreadsheet Applications for Business  <b>Science or Math Elective</b> (3 hours)</p> <p><b>Semester 6</b> (6 credit hours)</p> <p><b>Humanities Elective</b> (3 credit hours)  <b>Internship(s) or Business Electives*</b> (3 hours)</p> <p><b>Semester 7</b> (9 credit hours)</p> <p><b>Internship(s) or Business Electives*</b> (6 hours)  <b>Elective</b> (3 credit hours)</p> <p><b>Semester 8</b> (5 credit hours)</p> <p><b>SLS1303</b> Job Search  <b>Internship(s) or Business Electives*</b> (4 hours)</p>

\*Business Electives must be selected from courses with prefixes as specified in the VALENCIA CATALOG