



# Business Administration Associates Degree and Diploma

## Program Outcomes

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations and global economy.

Coursework includes business concepts such as:

- accounting
- business law
- economics
- management

Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for life-long learning.

## Admission Steps

- Complete CCC&TI admissions application online at [cccti.edu](http://cccti.edu)
- Submit official high school/GED/AHS transcripts and college transcripts
- Complete FASFA online at [www.studentaid.gov](http://www.studentaid.gov)
- Meet placement testing requirements
- Meet with advisor to register for classes
- Pay for classes and purchase books from bookstore

## Important Contact Information

### Admissions

Contact Sara Greene, Admissions Specialist, at 828.726.2706 or [sfgreene@cccti.edu](mailto:sfgreene@cccti.edu) for more information and how to complete the enrollment and registration process.

### Financial Aid

Contact Financial Aid at 828.726.2713 as soon as possible to inquire and complete your FAFSA. Check your CCC&TI student email frequently to monitor your Financial Aid status.

### Program Director

Contact Amy Hall, Director, Director of Business and Administrative Programs, at 828.726-2358 or [ahall@cccti.edu](mailto:ahall@cccti.edu)

<b>Fall Semester I</b>				
Course	Course Name	Semesters offered	Corequisite or Prerequisite	Credit
ACA 115	Success and Study Skills	F/S/SS		1
ACC 120	Principles of Financial Accounting	F/S/SS		4
BUS 110	Introduction to Business	F/S/SS		3
BUS 121	Business Math (F)	Fall Only		3
CIS 110	Introduction to Computers	F/S/SS		3
			<b>Semester Total</b>	<b>14</b>
<b>Spring Semester I</b>				
ACC 121	Principles of Managerial Accounting	S/SS	Prerequisite: ACC 120	4
BUS 115	Business Law I	F/S/SS		3
ENG 111	Writing and Inquiry	F/S/SS		3
MKT 120	Principles of Marketing	Spring Only		3
			<b>Semester Total</b>	<b>13</b>
<b>Summer Semester I</b>				
COM 120	Introduction to Interpersonal Communication	F/S/SS		3
<b>OR</b>				
COM 231	Public Speaking	F/S/SS	Prerequisite: ENG 111	
MAT 152	MAT 152 Statistical Methods I	F/S/SS		4

ART 111	Art Appreciation (Humanities)	F/S/SS		3
<b>OR</b>				
HUM 115	Critical Thinking (Humanities)	On Demand	Prerequisite: DRE-098, END 002 OR ENG 111	3
<b>OR</b>				
MUS 110	Music Appreciation (Humanities)	F/S		3
			<b>Semester Total</b>	<b>10</b>
<b>Fall Semester II</b>				
BUS 137	Principles of Management	F/S/SS		3
BUS 230	Small Business Management	Fall Only		3
CTS 130	Spreadsheets	Fall Only		3
ECO 251	Principles of Microeconomics	F/S/SS		3
MKT 223	Customer Service	Fall Only		3
			<b>Semester Total</b>	<b>15</b>
<b>Spring Semester I</b>				
BUS 125	Personal Finance	Spring Only		3
BUS 153	Human Resource Management	Spring Only		3
BUS 240	Business Ethics	Spring Only		3
BUS 260	Business Communication	Spring Only	Prerequisite: ENG 111	3
ECO 252	Principles of Macroeconomics	F/S/SS		3
			<b>Semester Total</b>	<b>15</b>
<b>Total Credit Hours: 67</b>				

# PROGRAM OFFERINGS – Business Administration Diploma (D25120)

<b>Fall Semester I</b>				
Course	Description	Schedule	Prerequisite	Credit
ACC 120	Principles of Financial Accounting	F/S/SS		4
BUS 110	Introduction to Business	F/S/SS		3
BUS 121	Business Math (F)	Fall Only		3
CIS 110	Introduction to Computers	F/S/SS		3
ENG 111	Writing and Inquiry	F/S/SS		3
			Total	16
<b>Spring Semester I</b>				
ACC 121	Principles of Managerial Accounting	S/SS	Prerequisite: ACC 120	4
BUS 125	Personal Finance	Spring Only		3
BUS 240	Business Ethics	Spring Only		3
COM 120	Introduction to Interpersonal Communication	F/S/SS		3
<b>OR</b>				
COM 231	Public Speaking	F/S/SS	Prerequisite: ENG 111	
MKT 120	Principles of Marketing	Spring Only		3
			Total	16
<b>Summer Semester I</b>				
BUS 115	Business Law I	F/S/SS		3
BUS 137	Principles of Management	F/S/SS		3
ECO 252	Principles of Macroeconomics	F/S/SS		3
			Total	9
<b>Total Credit Hours: 41</b>				

# COST

	Associate	Diploma
<b>Tuition</b> (\$76/credit hour)	<b>Fall Semester I</b> \$1,064 <b>Spring Semester I</b> \$988 <b>Summer Semester I</b> \$760 <b>Fall Semester II</b> \$1,140 <b>Spring Semester II</b> \$1,140 <b>Tuition Total</b> \$5,092	<b>Fall Semester I</b> \$1,206 <b>Spring Semester I</b> \$1,216 <b>Summer Semester I</b> \$684 <b>Tuition Total</b> \$3,096
<b>Additional Fees</b>	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance <b>Total</b> <b>(per semester)</b> \$47	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance <b>Total</b> <b>(per semester)</b> \$47
<b>Textbooks</b> (purchased from CCC&TI Bookstore)	varies	varies
<b>Graduation Fee</b>	\$25	\$25
<b>Total</b>	approximately <b>\$5,305</b>	approximately <b>\$3,215</b>