

# BUSINESS

## GUIDED PATHWAY: BUSINESS ADMINISTRATION

For more information, visit [www.dcccd.edu/busadmin](http://www.dcccd.edu/busadmin) and your academic advisor at your college.

This is an example course sequence for students interested in pursuing Business Administration. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Associate of Applied Science (AAS) degree in Business Administration<sup>2</sup>. For official degree requirements, [click here](#).

The AAS degree in Business Administration is designed for students seeking a broad program of study in all phases of business practices. This degree focuses not only on the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law). Courses that complete the Degree (D) and courses that complete the Human Resources Assistant Certificate (HC) are noted below.

Visit [www.ntxccc.org/pathways](http://www.ntxccc.org/pathways) to view guided pathways created for students who complete an AAS degree and the options for transfer. Speak with an academic advisor at your college to choose courses that will help you to transfer to a specific university.



### COLLEGE READINESS REQUIREMENTS (only for the AAS)

Enrolling in one or more courses may be necessary if assessment activities and previous academic experiences indicate a need for additional knowledge and skills:

#### READING & WRITING PLACEMENT

TSI MET:    YES    NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

- DREA / DWRI / DIRW (CIRCLE ONE) \_\_\_\_\_
- OTHER: \_\_\_\_\_

#### MATH PLACEMENT

TSI MET:    YES    NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

- DMAT \_\_\_\_\_
- OTHER: \_\_\_\_\_

#### ENGLISH LANGUAGE PROFICIENCY

PROFICIENCY MET:    YES    NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

- ESOL \_\_\_\_\_
- OTHER: \_\_\_\_\_

*Exemptions/waivers may exist. Speak with an academic advisor regarding placement in college readiness courses and your ability to enroll in core academic coursework.*

### SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS<sup>3</sup>

*All plans can be modified to fit the needs of part-time students*

D	HC	SEMESTER 1	ACTION ITEMS
♦	♦	<b>BMGT 1327</b> – Principles of Management	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> Meet with a faculty or career advisor regarding placement for the Cooperative Education course.
♦	♦	<b>HRPO 2301</b> – Human Resources Management	
♦	♦	<b>HRPO 2307</b> – Organizational Behavior	
♦	♦	<b>BMGT 2382</b> – Cooperative Education-Business Administration and Management, General	
♦	♦	<b>ENGL 1301</b> – Composition I	

**TOTAL SEMESTER CREDIT HOURS: 15**

D	HC	SEMESTER 2	ACTION ITEMS
♦	♦	<b>MATH Elective*</b>	<input type="checkbox"/> Meet with your advisor to <ul style="list-style-type: none"> <li>○ File an official degree plan, confirm or update your academic and career path and program of study</li> <li>○ Apply for Human Resources Assistant (HC) Certificate Completion<sup>A</sup></li> </ul>
♦		<b>BUSI 1301</b> – Business Principles	
♦		<b>Elective*</b>	
♦		<b>MRKG 1311</b> – Principles of Marketing	
♦		<b>ACCT 2301</b> – Principles of Financial Accounting	

**TOTAL SEMESTER CREDIT HOURS: 15**

D	HC	SEMESTER 3	ACTION ITEMS
♦		<b>ENGL 1302</b> – Composition II	<input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search.
♦		<b>Elective*</b>	
♦		<b>ACCT 2302</b> – Principles of Managerial Accounting	
♦		<b>ECON 2301</b> – Principles of Macroeconomics	
♦		<b>SPCH 1311</b> – Introduction to Speech Communication <b>OR</b> <b>SPCH 1315</b> – Public Speaking	

**TOTAL SEMESTER CREDIT HOURS: 15**

D	HC	SEMESTER 4	ACTION ITEMS
♦		<b>BUSI 2301</b> – Business Law	<input type="checkbox"/> After reviewing your degree plan and program of study, apply for graduation. <ul style="list-style-type: none"> <li>○ Meet with your advisor to apply for the Business Administration AAS.</li> <li>○ Sign up for commencement.</li> </ul> <input type="checkbox"/> Join the <a href="#">Alumni Network!</a>
♦		<b>PSYC 2301</b> – General Psychology	
♦		<b>ECON 2302</b> – Principles of Microeconomics	
♦		<b>POFT 2312</b> – Business Correspondence and Communication	
♦		<b>Humanities/Fine Arts Elective*</b>	

**TOTAL SEMESTER CREDIT HOURS: 15**

**AAS DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS**

<sup>1</sup> Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.

<sup>2</sup> Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by one of the seven DCCCD college awarding the degree.

<sup>3</sup> This is not an official degree plan. For official degree requirements, [click here](#).

\* There are several options to fulfill this requirement. See your academic advisor for a specific list.

**C** This course counts for the Core Curriculum at any public college or university in Texas.

**+** Must take three (3) hour college-level course in Business, Management, or General Education.

**^** The Human Resources Assistant Certificate is **NOT** offered at Brookhaven College.

You must earn a grade of "C" or better in English 1301 and the selected college-level mathematics course.