PROGRAM FACT SHEET

**BUSINESS ADMINISTRATIONA25120**

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 in today’s global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. 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 lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

**Awards**

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| **Associate Degree:** General Business Administration (A25120G) | **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Associate Degree:** Human Resources Administration (A25120H) | **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Associate Degree:** Marketing (A25120M) | **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Associate Degree:** Operations Management (A25120O) | **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Diploma:** Not Applicable | **Length of Program:****Prerequisite:** |
| **Certificate:** Organizational Leadership Certificate (C25120C9) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Business Foundations Certificate (C25120C10) | **Length of Program:** 1 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Small Business Operations Certificate (C25120C11) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Entrepreneurship Certificate (C25120C12) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** E-Marketing Certificate (C25120C13) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Sales and Customer Service Certificate (C25120C14) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Total Quality Management Certificate (C25120C15) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Project Leadership Certificate (C25120C16) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Equal Opportunity and Employee Relations Certificate (C25120C17) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Recruitment and Staffing Specialist Certificate (C25120C18) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Payroll and Benefits Specialist Certificate (C25120C19) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Nonprofit and Community Leadership Certificate (C25120C20) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Government Procurement and Contracting Certificate (C25120C21) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Leadership and Management Certificate (C25120C22) | **Length of Program:** 1 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Operations Leadership Certificate (C25120C23) | **Length of Program:** 1 Semester**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Project Management Certificate (C25120C24) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Global Human Resources Certificate (C25120C25) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Marketing Analytics Certificate (C25120C26) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Operations Analytics Certificate (C25120C27) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Entrepreneurship Fundamentals Certificate (C25120C28) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Business Foundations (C25120H1) | **Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent |

**Work-Based Learning Requirements/Opportunities:** For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

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| **General Business Administration (A25120G) Contact:**Department Chair: Jessie BellflowersTelephone Number: (910) 678-8328Office Location: Cumberland Hall, Room 377OEmail: bellfloj@faytechcc.edu | Department Office: Cumberland Hall, Room 377 Telephone: (910) 678-8292FTCC Web Site: [FTTC Website](http://www.faytechcc.edu/) |
| **Human Resources Administration (A25120H) Contact:**Department Chair: Sharon Seaford Telephone Number: (910) 678-8208Office Location: Cumberland Hall, Room 377C Email: seafords@faytechcc.edu | **Marketing and Retailing (A25120M) Contact:**Department Chair: Sharon Seaford Telephone Number: (910) 678-8208Office Location: Cumberland Hall, Room 377C Email: seafords@faytechcc.edu |
| **Operations Management (A25120O) Contact:**Department Chair: Sean SmithTelephone Number: (910) 678-8521Office Location: Cumberland Hall, Room 377TEmail: smithse@faytechcc.edu |  |

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

**Child Care Financial Assistance Information:**

Telephone: (910) 678-8486.

Revised: 12/02/23