Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

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SPRING SEMESTER 1

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SUMMER SEMESTER 1

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FALL SEMESTER 2

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SPRING SEMESTER 2

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Totals 14 0 0 14

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.
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**

**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

**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: 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:

General Business Administration (A25120G) Contact:  
Curriculum Chairperson: Steve McKinnon  
Telephone Number: (910) 678-7345  
Office Location: Cumberland Hall, Room 377S  
Email: mckinnos@faytechcc.edu

Human Resources Administration (A25120H) Contact:  
Curriculum Coordinator: Linda Sanders  
Telephone Number: (910) 678-8235  
Office Location: Cumberland Hall, Room 377F  
Email: sandersl@faytechcc.edu

Operations Management (A25120O) Contact”  
Program Coordinator: Walter Boyle  
 Telephone Number: (910) 678-8300  
Office Location: Cumberland Hall, Room 377E  
Email: boylew@faytechcc.edu

Marketing and Retailing (A25120M) Contact:  
Curriculum Coordinator: Sharon Seaford  
Telephone Number: (910) 678-8208  
Office Location: Cumberland Hall, Room 377C  
Email: seafords@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:  
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 01/06/17