

BUSINESS ADMINISTRATION, A.A.S. - BUS3

Requirements

Courses	Course Title	Credit Hours
General Education Courses		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ECO 210	Macroeconomics	3
or ECO 211	Microeconomics	
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
MAT 120	Probability and Statistics	3
or MAT 122	Finite College Mathematics	
Subtotal		15
Required Core Subject Areas		
ACC 101	Accounting Principles I	3
BUS 121	Business Law I	3
CPT 101	Introduction to Computers	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Subtotal		15
Other Courses Required for Graduation		
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
BUS 101	Introduction to Business	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Approved Elective		3
Approved Elective		3
Approved Elective		3
Approved Elective		3
MGT 120	Small Business Management	3
MGT 240	Management Decision Making ¹	3
Subtotal		30
Total Hours		60

¹ MGT 240 Management Decision Making is the “capstone” course of the business curriculum and should be taken during the student’s last semester before graduation.