

BUSINESS ADMINISTRATION

Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a foundational 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.

BUSINESS ADMINISTRATION CURRICULUM OUTLINE

Fall Semester 1st Year

BUS 110	Intro to Business
CIS 110	Intro to Computers
BUS 121	Business Math
ACC 120	Prin. Of Financial Account
ENG 111	Writing and Inquiry
ACA 115	Success and Study Skills

Spring Semester 2nd Year

WBL 110	World of Work
WBL 111	Work-Based Learning I
COM 231	Public Speaking
ECO 252	Prin of Macroeconomics
MKT 123	Fundamentals of Selling
CSV 110	Intro to Customer Service

Spring Semester 1st Year

ACC 121	Prin of Managerial Account
BUS 137	Principles of Management
CTS 130	Spreadsheet
BUS 260	Business Communications
MAT 171	Precalculus Algebra
or	
MAT 143	Quantitative Literacy

Summer Semester

MKT 120	Principles of Marketing
BUS 135	Principles of Supervision
or	
BUS 230	Small Business Mgt.

Fall Semester 2nd Year

ECO 251	Prin of Microeconomics
BUS 225	Business Finance
ACC 150	Computerized Gen Ledger
BUS 115	Business Law I
HUM 115	Critical Thinking
PSY 150	General Psychology
or	
POL 120	American Government



NOTE: The above curriculum outline is intended as a guide only. The sequence of course offerings is subject to change at the discretion of the administration.



Bladen Community College

Post Office Box 266 □ 7418 NC Highway 41 West
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Business Administration

ASSOCIATE DEGREE IN APPLIED SCIENCE
BUSINESS ADMINISTRATION DIPLOMA
BOOKKEEPING CERTIFICATE
MANAGEMENT CERTIFICATE

OBTAIN THE KNOWLEDGE AND SKILLS FOR THE FOLLOWING CAREER OPPORTUNITIES:

- Administrative Assistant
- Billing Coordinator
- Customer Service Representative
- Data Entry Specialist
- Financial Services Assistant
- Loan Processor
- Office Manager
- Entrepreneur
- Sales Representatives



ACCREDITATION: Bladen Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Bladen Community College.

MISSION STATEMENT: Bladen Community College is dedicated to the educational and cultural enrichment of the people of Bladen and surrounding counties.