

BUSINESS ADMINISTRATION - PUBLIC ADMINISTRATION TRACK

A.A.S. DEGREE (A25 I20PA)

Name: _____

Date: _____

Address: _____

Phone: _____

Student ID: _____

Graduation Date _____

1st YEAR FALL SEMESTER

		<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>	<u>Sem/Yr</u>	<u>Grade</u>
ACC 120	Principles of Financial Acct.	3	2	0	4	_____	_____
BUS 110	Intro to Business	3	0	0	3	_____	_____
CIS 110	Intro to Computers	2	2	0	3	_____	_____
PAD 151	Intro to Public Admin	3	0	0	3	_____	_____
ENG 111	Writing and Inquiry	3	0	0	3	_____	_____
ACA 115	Success & Study Skills	0	2	0	1	_____	_____
		14	6	0	17		

1st YEAR SPRING SEMESTER

BUS 137	Principles of Management	3	0	0	3	_____	_____
BUS 260	Business Communications	3	0	0	3	_____	_____
CTS 130	Spreadsheet	2	2	0	3	_____	_____
PAD 152	Ethics in Government	3	0	0	3	_____	_____
MAT 171	Precalculus Algebra	3	2	0	4	_____	_____
	OR						
MAT 143	Quantitative Literacy	2	2	0	3	_____	_____
		13-14	4	0	15-16		

SUMMER SEMESTER I

MKT 120	Principles of Marketing	3	0	0	3	_____	_____
		3	0	0	3		

2nd YEAR FALL SEMESTER

BUS 115	Business Law I	3	0	0	3	_____	_____
DBA 110	Database Concepts	2	3	0	3	_____	_____
ECO 251	Prin of Microeconomics	3	0	0	3	_____	_____
OST 286	Professional Development	3	0	0	3	_____	_____
PAD 251	Public Finance & Budgeting	3	0	0	3	_____	_____
		14	3	0	15		

2nd YEAR SPRING SEMESTER

WBL 111	Work-Based Learning I	0	0	10	1	_____	_____
PAD 252	Public Policy Analysis	3	0	0	3	_____	_____
PAD 254	Grant Writing	3	0	0	3	_____	_____
POL 120	American Government	3	0	0	3	_____	_____
_____	Humanities/Fine Arts Elective (HUM 110, HUM 115, or PHI 240)	3	0	0	3	_____	_____
COM 120	Intro Interpersonal Com	3	0	0	3	_____	_____
	OR						
COM 231	Public Speaking	3	0	0	3	_____	_____
		15	0	10	16		

SEMESTER HOURS REQUIRED TO GRADUATE**TOTAL CREDIT HOURS****66-67**

BUSINESS ADMINISTRATION - PUBLIC ADMINISTRATION TRACK**DIPLOMA (D25 I 20PA)**

Name: _____

Date: _____

Address: _____

Phone: _____

Student ID: _____

Graduation Date: _____

1st YEAR FALL SEMESTER

		<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>	<u>Sem/Yr</u>	<u>Grade</u>
ACC 120	Principles of Financial Acct.	3		2	0	4	_____
BUS 115	Business Law I	3		0	0	3	_____
ECO 251	Principles of Microeconomics	3		0	0	3	_____
PAD 151	Intro to Public Admin	3		0	0	3	_____
OST 286	Professional Development	3		0	0	3	_____
ACA 115	Success & Study Skills	0		2	0	1	_____
		15		4	0	17	

1st YEAR SPRING SEMESTER

BUS 137	Principles of Management	3		0	0	3	_____
CIS 110	Intro to Computers	2		2	0	3	_____
PAD 152	Ethics in Government	3		0	0	3	_____
PAD 252	Public Policy Analysis	3		0	0	3	_____
POL 120	American Government	3		0	0	3	_____
		14		2	0	15	

SUMMER SEMESTER I

MKT 120	Principles of Marketing	3		0	0	3	_____
COM 120	Intro Interpersonal Com	3		0	0	3	_____
	OR						
COM 231	Public Speaking	3		0	0	3	_____
		6		0	0	6	_____

SEMESTER HOURS REQUIRED TO GRADUATE**TOTAL CREDIT HOURS****38**

BUSINESS ADMINISTRATION - PUBLIC ADMINISTRATION TRACK**PUBLIC ADMINISTRATION CERTIFICATE (C25120PA)**

		<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>	<u>Sem/Yr</u>	<u>Grade</u>
PAD 151	Intro to Public Admin	3	0	0	3	_____	_____
PAD 152	Ethics in Government	3	0	0	3	_____	_____
PAD 251	Public Finance & Budgeting	3	0	0	3	_____	_____
PAD 252	Public Policy Analysis	3	0	0	3	_____	_____
PAD 254	Grant Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>	_____	_____
		15	0	0	15		