

BUSINESS DIPLOMA

Required Program of Study for Business Diploma

The business diploma is best suited for working adults seeking to improve their understanding of basic business concepts. The business diploma program allows students to explore topics related to marketing, advertising, salesmanship and management.

First Semester		Second Semester	
Course	Credits	Course	Credits
ACCT 1200 Accounting I*	3	BSAD 1070 Business Math	3
BSAD 2520 Principles of Marketing	3	BSAD 2050 Business Communications	3
BSAD 2540 Principles of Management	3	BSAD 2130 Salesmanship	3
BSAD 1040 Personal Finance or		BSAD 2160 Customer Service and Business Etiquette	3
ECON 2110 Macroeconomics	3	BSAD 2180 Advertising	3
INFO 1100 Microcomputer Applications or		PSYC 1810 Introduction to Psychology or	
OFFT 1500 Microsoft Office	3	AGRI 1420 Interpersonal Skills	3
	15		18
		Total Credit Hours	33

*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to Accounting I.

OFFICE MANAGEMENT

Required Program of Study for Office Management Certificate

The office management certificate consists of a minimum of 17 hours of selected courses related to business, marketing and management. The certificate is designed to complement the administrative assistant associate of applied science degree by offering selected courses that emphasize concepts related to managing an office. In order to receive the office management certificate, students must successfully complete or have completed one of the associate of applied science Administrative Assistant programs—agricultural, general, legal or medical (pages 56-59) or a minimum of 30 credit hours of OFFT course work—and the required program of study below. Administrative Assistant students may take required core elective courses while pursuing the Administrative Assistant degree.

Required Courses

Course	Credits
BSAD 1050 Introduction to Business	3
BSAD 2510 Organizational Behavior	2
BSAD 2520 Principles of Marketing	3
BSAD 2540 Principles of Management	3
Approved Elective*	3
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Total Credit Hours	17

*Choose from the following three credit hour elective courses: BSAD 2140 Principles of Banking, BSAD 2240 Principles of Insurance, BSAD 2130 Salesmanship, BSAD 2180 Advertising.