

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. All coursework in the Business Diploma program will apply as full credit towards the Business Associate of Applied Science Degree or an Associate of Arts Degree.

Required Program of Study for Diploma (32 weeks)

First Semester		Second Semester	
Course	Credits	Course	Credits
ACCT 1200 Principles of Accounting I*	3	BSAD 1000 Human Relations and Ethics OR	
BSAD 2130 Salesmanship	3	PSYC 1810 Introduction to Psychology	3
BSAD 2250 International Business	3	BSAD 1005 Investing in Strengths	1
BSAD 2520 Principles of Marketing	3	BSAD 1070 Business Math	3
BSAD 2540 Principles of Management	3	BSAD 2050 Business Communications	3
OFFT 1500 Microsoft Office	3	BSAD 2160 Customer Service and Business Etiquette	3
	<u>18</u>	BSAD 1040 Personal Finance OR	
		ECON 2110 Macroeconomics	3
			<u>16</u>
		Total Credit Hours	34

*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures or ACCT 1100 Survey of Accounting prior to ACCT 1200 Principles of Accounting I.