

Submitted 12/18/13

Rev. ✓
Entered State

Appendix 6

CURRICULUM/COURSE CHANGE APPLICATION PACKET

Requesting Department Business Administration Date of Request 10/3/13
 Chairperson [Redacted] Signature [Redacted]
 Program Major Code & Title A25120 Business Administration
 Proposed Date of Change Fall 2014 (Semester/Year)

Step One: Documents/Forms which must be included in application:

1. Current Program of Study (If changes are being made indicate in red.) Contact Data Management Office for current .doc format of POS.
2. Current Sequencing Sheet located on FTCC Web Site (If changes are being made indicate in red.) Contact Data Management Office for .doc format if needed.
3. Current Fact Sheet located on FTCC Web Site (If changes are being made indicate in red.) Contact Data Management Office for .doc format if needed.
4. Current Curriculum Standard located on the North Carolina Community College (NCCCS) Web site
5. Attachment A (Substantive Change Trigger questions completed)

Step Two: Optional forms/information which may be included in application:

1. Attachment B (If changes to the course have been made in the State Common Course Library (CCL) and/or changes being made at the local level.)
2. Attachment D (Complete only if fourth sentence is being added to the course description.)
3. Print course information from the State Web Common Course Library (CCL) site as it relates to the application changes. (Only if courses are being changed.)
4. Curriculum Termination Form (If local termination, use termination form included in Curriculum/Course Change Application Packet. If state termination, use termination form located on the State Web site under Section 5 of the Curriculum Procedures Reference Manual.)

Description and purpose of change:

Delete ACA; change COE to WBL; move BUS 135 to major elective list; reduce major elective hours to bring program hours to required 65. ✓

APPROVED BY: [Redacted]
 Program Area Dean
[Redacted]
 Curriculum Committee
[Redacted]
[Redacted]
 Vice President for Academic and Student Services

10/4/13
 Date
11/13/13
 Date
12/4/13
 Date

**ATTACHMENT A
REQUEST TO ADD/DELETE COURSE**

COURSES TO BE ADDED

<u>Prefix/Number</u>	<u>Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Clinic/Shop</u>	<u>Credit</u>
WBL					

COURSES TO BE DELETED

<u>Prefix/Number</u>	<u>Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Clinic/Shop</u>	<u>Credit</u>
COE					
ACA					
111/115/118	ACA pick list (elective)	1/0/1	0/2/2	0	1/1/2

Does change comply with State Standards? Yes No

Are other curricula departments affected by the course changes?

Yes No If yes, please identify below:

Chairpersons of affected departments are required to initial below.

<u>Department</u>	<u>Initials</u>	<u>Department</u>	<u>Initials</u>
ACA	<i>JHammad Alkhalaf</i>		
COE			

Substantive Change Triggers:

Are any of the courses above new to FTCC and being offered for the first time? Yes No

If yes, please list the courses. _____

Does the change in the program and/or Standard "trigger" a SACS Notification Letter or Prospectus?

Yes No

If yes the program area dean will submit a SACS Notification Letter or Prospectus along with the curriculum/course change application packet.

What is the program percentage of online courses: < 25% 25%-49% 50%-99% 100%

What is the program percentage taught at another location:

< 25% 25%-49% 50%-99% 100% Location(s): _____

Is the new degree/diploma/certificate to be certified for Financial Aid? Yes No

Date of notification to Dean of Enrollment and Financial Aid: _____

Business Programs

Math Options

Select from:

A25100	Accounting	MAT 143	MAT 152
A25110	Hospitality Management	MAT 143	MAT 152
A25120	Business Administration	MAT 143	MAT 152
A2512A	BA/Banking and Finance	MAT 143	MAT 152
A2512C	BA/Human Resources Management	MAT 143	MAT 152
A2512F	BA/Marketing and Retailing	MAT 143	MAT 152
A2512G	BA/Operations Management	MAT 143	MAT 152
A2512H	BA/Public Administration	MAT 143	MAT 152
A25200	Healthcare Management Technology	MAT 143	MAT 152
A25310	Medical Office Administration	MAT 143	MAT 152
A25370	Office Administration	MAT 143	MAT 152
A25380	Paralegal Technology	MAT 143	MAT 152
A55150	Culinary Arts	MAT 143	MAT 152

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Academic Programs Detailed Report

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PROGRAM ID: A25120
TITLE: Business Administration
CATALOG: 2013 2014

GROUPING: ADV
GRADE SCHEME: CU

START DATE: 08/15/13 Fall 2014
CREDENTIAL: STANDARD:
STATUS: AP STATUS DATE: 03/15/13
ACAD LEVEL: CU CAPTIVE/CO-OPT: No
INSTITUTION: Fayetteville Technical Community College

Total credits: 70 65
Total GPA....: 2
Total Institutional credits: 17.5
Total Institutional GPA....: 2

Program Min Grade...: D
Other allowed grades: P, T, S, A*, B*, C*, TA, TB, TC

Reqmt 1: GENED.A25120.2013 (General Education Requirements) Total Cred :15.00
Type: MAJ (priority 1)
Scheme: CU
Excluded types: MAJ

Complete 4 of 4 subrequirements
.....
Subreqmt 1) GE Required Courses

Complete 1 of 1 groups

Group 1 of 1

Take 6 credits
From S13673 ENG-111 Expository Writing 3.00 08/09/99
S11774 ECO-251 Prin of Microeconomics 3.00 05/28/97

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Subreqmt 2) GE Required Pixk

Complete 1 of 1 groups

Group 1 of 1

Take 3 credits
From S12601 COM-231 Public Speaking 3.00 05/29/97
S13658 ENG-115 Oral Communication 3.00 05/28/97

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Subreqmt 3) Hum/Fine Arts Pick

Complete 1 of 1 groups

Group 1 of 1

Take 3 credits
From S10139 ART-111 Art Appreciation 3.00 05/28/97
S10200 ART-114 Art History Survey I 3.00 05/28/97

S10149	ART-115	Art History Survey II	3.00	05/28/97
S10174	ART-116	Survey of American Art	3.00	05/28/97
S10125	ART-117	Non-Western Art History	3.00	05/28/97
S23014	ART-121	Two-Dimensional Design	3.00	01/01/12
S10812	ART-131	Drawing I	3.00	05/28/97
S10922	ART-171	Computer Art I	3.00	01/01/00
S11426	ART-240	Painting I	3.00	05/28/97
S11518	ART-241	Painting II	3.00	05/28/97
S11425	ART-244	Watercolor	3.00	05/28/97
S16229	ART-281	Sculpture I	3.00	08/20/99
S11998	ART-283	Ceramics I	3.00	05/28/97
S12053	ART-288	Studio	3.00	05/28/97
S11905	DAN-110	Dance Appreciation	3.00	05/28/97
S13331	DAN-211	Dance History I	3.00	05/11/99
S13242	DAN-212	Dance History II	3.00	05/11/99
S11248	DRA-111	Theatre Appreciation	3.00	05/28/97
S10971	DRA-112	Literature of the Theatre	3.00	08/28/97
S11238	DRA-115	Theatre Criticism	3.00	05/28/97
S12397	DRA-122	Oral Interpretation	3.00	08/28/97
S12896	DRA-126	Storytelling	3.00	05/28/97
S10268	DRA-211	Theatre History I	3.00	05/28/97
S10226	DRA-212	Theatre History II	3.00	05/28/97
S14059	HUM-110	Technology and Society	3.00	05/11/99
S20059	HUM-115	Critical Thinking	3.00	01/06/03
S12973	HUM-120	Cultural Studies	3.00	08/09/99
S13080	HUM-121	The Nature of America	3.00	05/11/99
S13030	HUM-122	Southern Culture	3.00	08/09/99
S13721	HUM-130	Myth in Human Culture	3.00	05/11/99
S11249	HUM-150	American Womens Studies	3.00	08/09/99
S16395	HUM-160	Introduction to Film	3.00	08/09/99
S13684	HUM-170	The Holocaust	3.00	05/11/99
S10430	HUM-211	Humanities I	3.00	05/11/99
S10487	HUM-212	Humanities II	3.00	05/11/99
S11527	HUM-220	Human Values and Meaning	3.00	05/11/99
S11154	HUM-230	Leadership Development	3.00	05/28/97
S13676	MUS-110	Music Appreciation	3.00	08/18/97
S13646	MUS-112	Introduction to Jazz	3.00	01/08/98
S13699	MUS-113	American Music	3.00	05/11/99
S13659	MUS-114	Non-Western Music	3.00	05/11/99
S13978	MUS-213	Opera and Musical Theatre	3.00	05/11/99
S14081	PHI-210	History of Philosophy	3.00	05/28/97
S14057	PHI-215	Philosophical Issues	3.00	05/28/97
S13045	PHI-220	Western Philosophy I	3.00	05/28/97
S12988	PHI-221	Western Philosophy II	3.00	05/28/97
S13741	PHI-230	Introduction to Logic	3.00	05/28/97
S11379	PHI-240	Introduction to Ethics	3.00	05/28/97
S13256	REL-110	World Religions	3.00	05/28/97
S13358	REL-111	Eastern Religions	3.00	05/11/99
S13280	REL-112	Western Religions	3.00	05/11/99
S11707	REL-211	Intro to Old Testament	3.00	05/28/97
S11723	REL-212	Intro to New Testament	3.00	05/28/97
S11026	REL-221	Religion in America	3.00	05/11/99

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Subreqmt 4) GE Required MAT Pick

Complete 1 of 2 groups

Group 1 of 2

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Take 3 credits
From S20802 MAT-115 Mathematical Models 3.00 05/15/05

Group 2 of 2

Take 3 credits
From S20916 MAT-161 College Algebra 3.00 05/15/05
S20917 MAT-161A College Algebra Lab 1.00 05/15/05

Reqmt 2: MAJOR.A25120.2013 (Major Requirements) Total Cred :18.00
Type: MAJ (priority 1)
Scheme: CU
Excluded types: MAJ

Complete 2 of 2 subrequirements

Subreqmt 1) MAJ Required Courses

Complete 1 of 1 groups

Group 1 of 1

Take 16 credits
From S20278 ACC-120 Prin of Financial Accounting 4.00 08/11/03
S11427 BUS-115 Business Law I 3.00 05/28/97
S12782 BUS-137 Principles of Management 3.00 05/28/97
S11710 ECO-252 Prin of Macroeconomics 3.00 08/09/99
S12573 MKT-120 Principles of Marketing 3.00 01/08/98

Subreqmt 2) MAJ Req CIS Pick

Complete 1 of 1 groups

Group 1 of 1

Take 2 credits
From S21058 CIS-110 Introduction to Computers 3.00 01/01/06
S21059 CIS-111 Basic PC Literacy 2.00 01/01/06

Reqmt 3: MAJOT.A25120.2013 (Other Major Requirements) Total Cred :36.00
Type: MAJ (priority 1)
Scheme: CU
Excluded types: MAJ

Complete 2 of 2 subrequirements

Subreqmt 1) MAJ Other Required

Complete 1 of 1 groups

Group 1 of 1

Take 24 credits
From S11497 BUS-110 Introduction to Business 3.00 05/28/97
S11517 BUS-116 Business Law II 3.00 08/09/99
S14289 BUS-121 Business Math 3.00 08/18/97
S12738 BUS-135 Principles of Supervision 3.00 08/18/97

move to
major
elective
list

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S11845	BUS-153	Human Resource Management	3.00	08/09/99
S13686	BUS-225	Business Finance	3.00	08/09/99
S14221	BUS-285	Business Management Issues	3.00	08/09/99
S21000	CTS-130	Spreadsheet	3.00	01/01/06
S12287	MKT-223	Customer Service	3.00	05/28/97

.....
Subreqmt 2) MAJ Other Req Pick

Complete 1 of 1 groups

Group 1 of 1

Chg

Take ⁸ credits

From S20282 ACC-121 Prin of Managerial Accounting 4.00 08/15/03

S20281 ACC-140 Payroll Accounting 2.00 08/11/03

S14300 BUS-125 Personal Finance 3.00 08/09/99

S22030 BUS-139 Entrepreneurship I 3.00 08/15/08

S21881 BUS-171 Government Contracts 3.00 05/15/07

S13674 BUS-228 Business Statistics 3.00 05/28/97

S11937 BUS-230 Small Business Management 3.00 08/09/99

S11966 BUS-234 Training and Development 3.00 08/09/99

S14002 BUS-240 Business Ethics 3.00 08/18/97

S13328 BUS-253 Leadership and Mgt Skills 3.00 08/09/99

S13334 BUS-255 Org Behavior in Business 3.00 05/28/97

S13810 BUS-260 Business Communication 3.00 05/28/97

S13811 BUS-261 Diversity in Mgmt 3.00 01/08/98

S21884 BUS-274 Contract Administration 3.00 05/15/07

S21885 BUS-276 Government Contract Law 3.00 05/15/07

S21886 BUS-278 Contract Cost and Pricing 3.00 05/15/07

S10470 CIS-162 MM Presentation Software 3.00 08/09/99

S21006 CTS-230 Advanced Spreadsheet 3.00 01/01/06

S20728 ECM-210 Intro. to E-Commerce 3.00 08/13/01

S22099 ETR-220 Innovation and Creativity 3.00 08/15/08

S22101 ETR-240 Funding for Entrepreneurs 3.00 08/15/08

S10521 INT-110 International Business 3.00 08/18/97

S12662 MKT-123 Fundamentals of Selling 3.00 08/18/97

S12308 MKT-221 Consumer Behavior 3.00 08/18/97

S12579 OMT-156 Problem-Solving Skills 3.00 05/16/02

S10942 OMT-222 Project Management 3.00 05/28/97

S11680 COE-111 Co-Op Work Experience I 1.00 05/28/97

S11747 COE-112 Co-Op Work Experience I 2.00 05/28/97

S11649 COE-113 Co-Op Work Experience I 3.00 05/28/97

S14220 COE-121 Co-Op Work Experience II 1.00 05/28/97

S14273 COE-122 Co-Op Work Experience II 2.00 05/28/97

S12607 COE-131 Co-Op Work Experience III 1.00 05/28/97

Add: BUS 135

Chg to
WBL

Reqmt 4: OTHER.A25120.2013 (Other Requirements) Total Cred :1.00

Type: MAJ (priority 1)
Scheme: CU
Excluded types: MAJ

Complete 1 of 1 subrequirements

.....
~~Subreqmt 1) Other Req ACA Pick~~

Complete 1 of 1 groups

Group 1 of 1

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Delete

Take 1 credits
From S13509 ACA-111 College Student Success 1.00 05/12/98
S13516 ACA-115 Success & Study Skills 1.00 08/13/01
S13503 ACA-118 College Study Skills 2.00 08/18/97

----- end of program -----

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
 BUSINESS ADMINISTRATION (A25120)

Effective: Fall ~~2013~~ 2014
 Revised: ~~01/03/13~~ 10/3/13

Length: 5 Semesters
 Prerequisite: High School Diploma, Placement Test Equivalent
 Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Math Elective	2	2	0	3
Totals		15 12	4	0	15 14

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS116	Business Law II	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS135	Principles of Supervision	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
BUS153					
Totals		13	6	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
BUS153	Human Resource Management Spring 1	3	0	0	3
BUS225	Business Finance	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Major Elective	3	0	0	3
Totals		17 14	2	0	18 15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS285	Business Management Issues	2	2	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	6	0	0	6
Totals		14 13	2	0	15 14

TOTAL REQUIRED CREDITS.... ~~70~~ 65 ✓

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

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PROGRAM FACT SHEET

BUSINESS ADMINISTRATION

A25120

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

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

Awards

Associate Degree: Business Administration (A25120)

Length of Program: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Small Business Startup (C25120C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Certificate: Small Business Management (C25120C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Certificate: Entrepreneurship I (C25120C5)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Entrepreneurial Innovation (C25120C6)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Certificate: Entrepreneurial Applications (C25120C7)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Certificate: Contract Management (C25120C8)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Certificate: Organizational Leadership (C25120C09)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Business Foundations (C25120C10)

Length of Program: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Business Foundations (C25120H1)

Length of Program: 2 Semesters

Prerequisite: Placement Test Equivalent

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: ~~Cindy Burns~~ *Shira Hedgepeth*

Department Office: Cumberland Hall, Room 377

Telephone Number: (910) 678-8541

Telephone: (910) 678-8292

Office Location: Cumberland Hall, Room 377 *116*

FTCC Web Site: www.faytechcc.edu

Email: ~~burns~~@faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Title IV Financial Aid/VA Services: Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

Revised: 01/03/13
10/3/13

CURRICULUM STANDARD

<i>Effective Term</i> Fall 2008 [2008*03]

Curriculum Program Title

Business Administration

Code

A25120

Concentration

(not applicable)

Curriculum Description

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

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

*Curriculum Requirements **

[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

Business Administration A25120 (continued)

<p>C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM, ECO, ETR, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, PMT, RLS, SST and WEB</p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>			
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**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
BUSINESS ADMINISTRATION (A25120)**

Effective: Fall 2014

Revised: 12/19/13

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Math Elective	2	2	0	3
Totals		12	4	0	14

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS116	Business Law II	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS153	Human Resource Management	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
Totals		13	6	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
BUS225	Business Finance	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Major Elective	3	0	0	3
Totals		14	2	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS285	Business Management Issues	2	2	0	3
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	5	0	0	5
Totals		13	2	0	14

TOTAL REQUIRED CREDITS.... 65

Work Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work Based Learning in lieu of a Major elective provided they acquire approval from the Co-op/Work Based Learning Coordinator and the Department Chairperson.

***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

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A25120

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Certificate: Small Business Management (C25120C2)

Certificate: Entrepreneurship I (C25120C5)

Certificate: Entrepreneurial Innovation (C25120C6)

Certificate: Entrepreneurial Applications (C25120C7)

Certificate: Contract Management (C25120C8)

Certificate: Organizational Leadership (C25120C09)

Certificate: Business Foundations (C25120C10)

Certificate: Business Foundations (C25120H1)

Length of Program: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Length of Program:

Prerequisite:

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Length of Program: 2 Semesters

Prerequisite: Placement Test Equivalent

Work Based Learning Requirements/Opportunities: For Work Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Shira Hedgepeth

Telephone Number: (910) 678-8541

Office Location: Cumberland Hall, Room 377G

Email: hcdgcpes@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Title IV Financial Aid/VA Services: Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

Revised: 12/19/13