## HENDERSON COMMUNITY COLLEGE ACADEMIC PLAN/APPLICATION FOR BUSINESS ADMINISTRATION CERTIFICATES

Advanced Business Administration, Business Transfer, General Business, Management, Data Entry Operator and Office Systems

EMPL ID	Major/Program Code	Name_	
(Complete shaded areas as applicable)			(2013-2014)

Academic Success Requirements	Semester	Credit
(May be required)	Taken	Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MAT 055 - Pre-Algebra		3*
MAT 065 - Basic Algebra with Measurement		3*
MAT 085 - Intermediate Algebra		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not co	unt toward the	
determination of grade point average or as credit tow	ard graduation.	

Advanced Business Administration	Semester	Credit
Certificate Requirements	Taken	Hours
BAS 267 - Introduction to Business Law		3
BAS 282 - Principles of Marketing		3
BAS 283 - Principles of Management		3
CIT 130 - Microcomputer Applications		3
QMS 101 - Introduction to Quality Systems		3
Total Credit Hours		15

Business Transfer	Semester	Credit		
Certificate Requirements	Taken	Hours		
ACC 201 - Financial Accounting		3		
ACC 202 - Managerial Accounting		3		
ECO 201 - Principles of Economics (Micro)		3		
ECO 202 - Principles of Economics (Macro)		3		
STA 220 - Statistics		3		
Total Credit Hours				

Data Entry Operator	Semester	Credit
Certificate Requirements	Taken	Hours
OST 105 - Introduction to information Systems		3
OST 110 - Document Formatting and Word Processin		3
Total Credit Hours		6

General Business	Semester	Credit
Certificate Requirements	Taken	Hours
BAS 160 - Introduction to Business		3
CIT 105 - Introduction to Computers <b>OR</b>		
OST 105 - Introduction to Information Systems		3
ECO 101 - Comtemporary Economic Issues OR		
ECO 201 - Principles of Microeconomics OR		
ECO 202 - Principles of Macroeconomics		3
ACC 201 - Financial Accounting		3
Total Credit Hours		12

Office Systems	Semester	Credit
Certificate Requirements	Taken	Hours
OST 110 - Document Formatting and Word Processin		3
OST 210 - Advanced Word Processing Applications		3
OST 215 - Office Procedures		3
OST 220 - Administrative Office Simulations		3
Approved Technical Courses - 6 credit hours		
Total Credit Hours		18

Management	Semester	Credit
Certificate Requirements	Taken	Hours
BAS 212 - Intro to Financial Management <b>OR</b>		
QMS101 - Intro to Quality Systems <b>OR</b>		
Mathematics, Second Course **		3
BAS 283 - Principles of Management		3
BAS 284 - Applied Management Skills		3
Management Elective Courses - 6 credit hours		
(From Approved Management Elective List)		
Total Credit Hours		15

Certificates in Business Administration are awarded to students who complete the specified requirements with a cumulative grade point average of 2.0 or higher.

## HENDERSON COMMUNITY COLLEGE SEMESTER-BY-SEMESTER ACADEMIC PLAN FOR BUSINESS ADMINISTRATION CERTIFICATES

Advanced Business Administration, Business Transfer, General Business, Management, Data Entry Operator and Office Systems

Semester	Year			Semester		Year		
Course		Grade	Credit Hours	Course			Grade	Credit Hours
Sem. GPA	Cum. GPA	Total		Sem. GPA	Cum. GPA		Total	
Semester	Year			Semester		Year		
			Credit					Credit
Course		Grade	Hours	Course			Grade	Hours
Sem. GPA	Cum. GPA	Total		Sem. GPA	Cum. GPA		Total	
Semester	Year			Semester		Year		
Semester	Year		Credit	Semester		Year		Credit
Semester Course	Year	Grade	Credit Hours	Semester Course		Year	Grade	Credit Hours
	Year	Grade				Year	Grade	
	Year	Grade				Year	Grade	
	Year	Grade				Year	Grade	
	Year	Grade				Year	Grade	
	Year	Grade				Year	Grade	
Course				Course		Year		Hours
	Year  Cum. GPA	Grade			Cum. GPA	Year	Grade	Hours
Course				Course	Cum. GPA	Year		Hours
Course Sem. GPA	Cum. GPA			Course Sem. GPA	Cum. GPA			Hours
Course Sem. GPA	Cum. GPA		Hours	Course Sem. GPA	Cum. GPA			Hours
Course  Sem. GPA  Semester	Cum. GPA	Total	Hours	Course  Sem. GPA  Semester	Cum. GPA		Total	Hours
Course  Sem. GPA  Semester	Cum. GPA	Total	Hours	Course  Sem. GPA  Semester	Cum. GPA		Total	Hours
Course  Sem. GPA  Semester	Cum. GPA	Total	Hours	Course  Sem. GPA  Semester	Cum. GPA		Total	Hours
Course  Sem. GPA  Semester	Cum. GPA	Total	Hours	Course  Sem. GPA  Semester	Cum. GPA		Total	Hours
Course  Sem. GPA  Semester	Cum. GPA	Total	Hours	Course  Sem. GPA  Semester	Cum. GPA		Total	Hours
Course  Sem. GPA  Semester	Cum. GPA	Total	Credit	Course  Sem. GPA  Semester	Cum. GPA		Total	Hours