



Vincent Career College

1-800-815-9020

BUSINESS ADMINISTRATION DIPLOMA

Program Length: 30 semester hours
900 Clock Hours



The Diploma program in business administration prepares graduates to work in diverse roles in the business industry. Students who enroll in the online diploma programs learn the knowledge and skills you need to succeed in a range of growing entry-level positions. Depending on the career goals of the student, the student may be required to complete a capstone project or get hands-on training in a business

setting. Students may be eligible to apply up to 30 credits from the Diploma program to the Associate of Applied Science Program. Full-time students can complete the program in 40 weeks or 10 months.

Educational Objectives: Apply topics in different settings in the business world, manage a business office, apply principles of payroll, bookkeeping and human resource functions to the workplace.

Course Number	Course Name	Clock Hours
SLS 1000	CAREER EXPLORATION	3.0
BUSN 1010	FUNDAMENTALS OF BUSINESS	3.0
BCIS 1010	INTRODUCTION TO COMPUTERS	3.0
BUSN 1030	WORKPLACE COMMUNICATIONS	3.0
ENGL 1020	ENGLISH COMPOSITION 1	3.0
MATH ELECTIVE	MATH 1000, 1010, 2010	3.0
BCIS 1010	INTRODUCTION TO COMPUTERS	3.0
ACCT 1010	ELEMENTS OF ACCOUNTING 1	3.0
BUSN ELECTIVE	BUSN 1020, 2000, 2010, 2030, 2040, 2050	3.0
PSYC 1010	PSYCHOLOGY	3.0
	TOTAL CLOCK HOURS	30 credits