

Allen Community College
Business Administration

MOS 42A Skill Level 30

Course ID	Course Title	Credit Hours
BUS 275	Principles of Management	3
BUS 205	Supervisory Management	3
HPE 118	Individual/Dual Lifetime Activities (Fitness)	1
CIS 170	Microsoft Office	3
BUS 261	Business Communications	3
BUS 149	Leadership Behavior	3

Total: 16 Hours

MOS 42A Skill Level 40

Course ID	Course Title	Credit Hours
BUS 117	Introduction to Leadership	3

Total: 3 Hours

MOS 42A Skill Level 50

Course ID	Course Title	Credit Hours
BUS 129	Human Relations in Business	3
BUS 206	Human Resource Management	3

Total: 6 Hours

For more information, email haviland@allenc.edu or call (620) 901-6291.

Website: <http://www.allenc.edu/index.php/2-uncategorised/1547-business-administration-program>