

Allen Community College
Business Administration

MOS 35M Skill Level 30

Course ID	Course Title	Credit Hours
BUS 275	Principles of Management	3
COM 101	Public Speaking	3
CIS 170	Microsoft Office	3
COL 105	Technical Writing	3
HPE 118	Individual/Dual Lifetime Activities (Fitness)	1
BUS 149	Leadership Behavior	3

Total: 16 Hours

MOS 35M Skill Level 40

Course ID	Course Title	Credit Hours
BUS 205	Supervisory Management	3

Total: 3 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>