

## **Business Administration (Associate of Applied Science)**

The Associate of Applied Science in Business Administration is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). This program is not intended for college transfer. It consists of 60 credit hours of course work and provides general education as well as courses in the key business areas of accounting, business communication, customer service, economics, information systems, finance, and management.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or higher in all credit hours to be used towards the degree.
- Earn a “C” or better in major courses indicated with an asterisk \*.
- Complete the coursework listed below.

**Program Outcomes. Upon successful completion of the program, the graduate will be able to:**

1. Apply accounting terms and concepts to make business decisions;
2. Apply economic theory in business decisions;
3. Use financial tools in making business decisions;
4. Identify legal considerations in a business;
5. Use oral and written communication skills appropriate to targeted audiences;
6. Demonstrate tenets of professionalism including professional image, teamwork, and customer relations; and
7. Use the functions of management to address a standardized management situation in keeping with organizational goals.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 1013 <sup>1*</sup>	English Composition I	3
<i>General Education Mathematics/Analytical Reasoning – Choose one:</i>		3
MATH 1103	Introduction to Contemporary Math	
MATH 1213	College Algebra	
BUSN 1003 <sup>1*</sup>	Introduction to Business	3
CSCI 2203 <sup>1*</sup>	Microcomputer Applications in Business	3
FINA 1503 <sup>*</sup>	Introduction to Financial Management	3
		<b>15</b>
<b>Second Semester</b>		<b>Credit Hours</b>
ACCT 2113 <sup>1,2,3*</sup>	Financial Accounting III	3
Nat Sci Elective	General Education Natural Science Elective	3
MANG 2213 <sup>1*</sup>	Human Resource Management	3
<i>General Education Humanities – Choose one:</i>		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	

<i>General Education Social Science – Choose one:</i>		3
ECON 2213*	Principles of Macroeconomics	
ECON 2223*	Principles of Microeconomics	
ECON 2113*	Economic Principles	
		<b>15</b>

<b>Third Semester</b>		<b>Credit Hours</b>
MANG 2413*	Introduction to Entrepreneurship	3
BUSN 2403*	Business Communication	3
BUSN 2003 <sup>1*</sup>	Principles of Marketing	3
BUSN 2103*	Business Law	3
BUSN 1503*	Professional Selling	3
		<b>15</b>

<b>Fourth Semester</b>		<b>Credit Hours</b>
ACCT 2213*	Introduction to Managerial Accounting	3
MANG 1503*	Negotiations in Business	3
ACCT 2413*	Computer-Based Accounting	3
MANG 2283 <sup>1*</sup>	Organizational Behavior	3
MANG 2273 <sup>1*</sup>	Retail Management	3
		<b>15</b>

**Total Program Hours: 60**

<sup>1</sup> Additional credential available: Retail Management Certificate of Technical Studies (CTS)

Required Coursework:		<b>Credit Hours</b>
ENGL 1013	English Composition I	3
BUSN 1003	Introduction to Business	3
CSCI 2203	Microcomputer Applications in Business	3
ACCT 2313 <sup>2</sup>	Financial Accounting I	3
BUSN 2003	Principles of Marketing	3
BUSN 2403	Business Communication	3
BUSN 1503	Professional Selling	3
MANG 2213	Human Resource Management	3
MANG 2283	Organizational Behavior	3
MANG 2273	Retail Management	3
Total Program Hours:		<b>30</b>

<sup>2</sup> Credits earned by taking ACCT 2113 can be substituted for ACCT 2313.

<sup>3</sup> Students may use ACCT 2313 and 2323 in place of ACCT 2113; credit will not be given for both ACCT 2313/2323 and ACCT 2113.

For more information, contact the Business Division at (225) 216-8154.