

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 and required, related courses (ACCT, BUSN, CSCI, FINA, MANG).
- 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

First Semester		Credit Hours
BUSN 1003	Introduction to Business	3
CSCI 2203	Microcomputer Applications in Business	3
BUSN 1503	Professional Selling	3
BUSN 2403	Business Communication	3
ENGL 1013	English Composition I	3
Semester Total:		15

Second Semester		Credit Hours
MANG 2213	Human Resource Management	3
MANG 2283	Organizational Behavior	3
MANG 2273	Retail Management	3
BUSN 2003	Principles of Marketing	3
<i>General Education Mathematics/Analytical Reasoning – Choose one:</i>		3
MATH 1103	Introduction to Contemporary Math	
MATH 1213	College Algebra	
Semester Total:		15

Third Semester		Credit Hours
ACCT 2113 ¹	Financial Accounting III	3
BUSN 2103	Business Law	3
MANG 1503	Negotiations in Business	3
FINA 1503	Introduction to Financial Management	3
<i>General Education Social Science – Choose one:</i>		3

ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
ECON 2113	Economic Principles	
Semester Total:		15
Fourth Semester		Credit Hours
ACCT 2213	Introduction to Managerial Accounting	3
ACCT 2413	Computer-Based Accounting	3
<i>Business Elective – Choose one²:</i>		3
BUSN 2703	Introduction to Logistics	
MANG 2413	Introduction to Entrepreneurship	
<i>General Education Humanities – Choose one:</i>		3
HIST 2013	American History Colonial to 1865	
HIST 2023	American History 1865 to Present	
Semester Total:		15
Total Program Hours:		60

¹ 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.

² Students may take either BUSN 2703 **OR** MANG 2413 to complete their 60 credit hour requirement; Credit will **not** be given for both BUSN 2703 **and** MANG 2413.

Additional credentials available:

Customer Service and Sales Career and Technical Certificate (CTC)

Required Coursework		Credit Hours
BUSN 1003	Introduction to Business	3
CSCI 2203	Microcomputer Applications in Business	3
BUSN 1503	Professional Selling	3
BUSN 2403	Business Communication	3
Total Program Hours:		12

Retail Management Certificate of Technical Studies (CTS)

Required Coursework:		Credit Hours
BUSN 1003	Introduction to Business	3
BUSN 1503	Professional Selling	3
BUSN 2003	Principles of Marketing	3
MANG 2213	Human Resource Management	3
MANG 2283	Organizational Behavior	3
MANG 2273	Retail Management	3
Total Program Hours:		18

Business Administration Certificate of Applied Science (CAS)

Required Coursework:		Credit Hours
ENGL 1013	English Composition I	3
MATH 1103/1213	Introduction to Contemporary Math or College Algebra	3
<i>General Education Social Science: Choose one</i>		3
ECON 2213	Principles of Macroeconomics	

ECON 2223	Principles of Microeconomics	
ECON 2113	Economic Principles	
BUSN 1003	Introduction to Business	3
FINA 1503	Introduction to Financial Management	3
CSCI 2203	Microcomputer Applications in Business	3
ACCT 2313/2113	Financial Accounting I/Financial Accounting III	3
MANG 1503	Negotiations in Business	3
BUSN 2103	Business Law	3
MANG 2283	Organizational Behavior	3
	Total Program Hours:	30

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