

# Business Administration

## **Degree Type**

Associate of Science

## Program Description

The Associate of Science (A.S.) degree in Business Administration is designed to provide the foundation necessary for optimal transfer to four-year degree programs while simultaneously preparing students for immediate employment in a wide range of business environments requiring advanced business skills. In addition, this program will enhance the skills of those already employed in the field and those interested in starting or building their own business.

## Career Opportunities

Graduates of this program will be prepared for transfer to a four-year business program or entry-level employment in a wide range of business environments including retail, banking, manufacturing, service businesses, government, and not for profit agencies.

### **Examples include:**

- Office Supervisor
- Bookkeeping, Accounting, and Auditing Clerks
- Customer Service Representative
- Production, Planning and Expediting Clerks
- Administrator
- Employment Interviewer
- Assistant Manager
- Retail Manager
- Small Business Owner and Operator
- Technical Sales Representative
- Personnel/Human Resources Manager

## Program Objectives

### **Upon completion of the program, the student will be able to:**

- Demonstrate knowledge of basic business management and leadership principles.
- Collect and critically analyze business data and information.
- Demonstrate the ability to solve complex business problems/issues.
- Present business projects or research findings clearly in reports.

## Obtaining the Degree

### **To earn the Associate of Science degree, students must:**

- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements.

# General Education Requirements

Course Code	Title	Credits
FYE 101	First Year Experience	1
CIT 100	Microcomputer Applications	3
COM 101	Public Speaking	3
	Elective - Science with Lab	4
	Elective - Science with Lab	4
	Elective - Social Science	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Value & Ethics	3
ENG 110	English Composition I**	3
	ENG 200 or ENG 205 or ENG 225	3
MAT 145	College Algebra	3

## Values & Ethics Electives

*Work with the transfer counselor at the receiving college.*

Course Code	Title	Credits
CIV 100	Western Civilization: Ancient through Renaissance**	3
CIV 110	Western Civilization: Renaissance to Present**	3
CIV 200	Ancient Rome and the Barbarians	3
GOV 100	Introduction to American National Government**	3
GOV 210	Current Events and Contemporary Issues	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
HIS 110	U.S. History II: Reconstruction to Present**	3
HIS 205	American Popular Culture	3
HIS 210	The Civil War and Reconstruction	3
HIS 215	History through Film	3
HIS 250	World War II through Film	3

## Cultural Awareness & Diverse Perspectives Electives

*Work with the transfer counselor at the receiving college.*

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ENG 250	Women and Literature	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
MUS 200	History of Rock n' Roll	3
REL 100	World Religions/Religious Studies	3
SPA 101	Spanish I	3
SPA 102	Spanish II	3

## Science Electives (pick two)

Course Code	Title	Credits
BIO 104	Principles of Biology I Lecture	3
BIO 114	Principles of Biology I Lab	1
BIO 106	Principles of Biology II Lecture	3
BIO 116	Principles of Biology II Lab	1
BIO 202	Human Anatomy and Physiology I	3
BIO 212	Human Anatomy and Physiology Lab I	1
BIO 204	Human Anatomy and Physiology II	3
BIO 214	Human Anatomy and Physiology Lab II	1
CHM 120	General Chemistry I	4
CHM 122	General Chemistry II	4
PHY 110	Physics (Algebra-based) I	3
PHY 111	Physics (Algebra-based) I Lab	1

# Major Requirements

Course Code	Title	Credits
BUS 110	Introduction to Business	3
BUS 125	Management Principles	3
BUS 210	Business Law	3
BUS 230	Principles of Marketing	3
ECO 100	Macroeconomics	3
ECO 110	Microeconomics	3
ACC 150	Accounting Principles I	3
ACC 230	Managerial Accounting	3
MAT 200	Probability and Statistics	3
MAT 205	Applied Calculus for Business	4
<b>Total Credits</b>		<b>64</b>

## Course Sequencing

### Fall 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
MAT 145	College Algebra	3
FYE 101	First Year Experience	1

### Spring 1

Course Code	Title	Credits
BUS 125	Management Principles	3
ECO 100	Macroeconomics	3
MAT 205	Applied Calculus for Business	4
	ENG 200 or ENG 205 or ENG 225	3
	Elective - Value & Ethics	3

### Fall 2

Course Code	Title	Credits
COM 101	Public Speaking	3
ECO 110	Microeconomics	3
MAT 200	Probability and Statistics	3
	Elective - Science with Lab	4
	Elective - Social Science	3

## Spring 2

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>
ACC 230	Managerial Accounting	3
BUS 230	Principles of Marketing	3
BUS 210	Business Law	3
	Elective - Cultural Awareness and Diverse Perspectives	3
	Elective - Science with Lab	4