

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 204 or ENG 205 | 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 Public Policy 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 |
| | Total Credits | 64 |

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 204 or ENG 205 | 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

| Course Code | Title | Credits |
|--------------------|--|----------------|
| 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 |