

Associate of Applied Science: Business Administration

Overview

Business Administration Department offers five (5) programs of study including an Associate of Applied Science (AAS) Business option with emphasis in Accounting or Management, 2 One-Year Certificates as an Accounting Clerk and Office Supervision, and 2 Career Pathways Certificates in Entry-Level Accounting Clerk and Basic Computer Literacy. All certificates will be earned (wholly contained) within the AAS Business Administration degree.

Business administration professionals play an important role in the local, state, and national economy. Virtually all companies, businesses, and public institutions employ people who are trained in some aspect of business administration including areas such as accounting, business management, retail service, and computer applications. If you enjoy working with, and tracking, numbers and financial information, or see yourself as a supervisor in a business setting, this may be the program for you. Students have the option to choose either an emphasis with coursework in **Accounting** or **Management**.

Program Learning Outcomes

Students who successfully complete the AAS in Business Administration degree will develop skills and knowledge appropriate for entry level bookkeeping and accounting positions.

Upon successful completion of this AAS in Business Administration degree, students will be able to:

- **Social Skills:** Work effectively and ethically within a diverse business team.
- **Thinking Skills:** Apply analytical and critical thinking to evaluate information, solve problems and make decisions.
- **Communication Skills:** Communicate effectively, appropriately, and professionally to internal and external stakeholders.
- **Information Literacy Skills:** Use computer applications for managerial analysis, presentations, and reports.

Associate of Applied Science: Business Administration
With coursework emphasis in Accounting or Management

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CG 100, 3 CR, College Success	WR 121, 4 CR, English Composition	MTH 105, 4 CR, Applied Math
	BA 101, 4 CR, Intro to Business	BA 131, 4 CR, Intro to Business Technology	BA 205, 4 CR Business Communication
	BA 211, 4 CR, Principles of Accounting I	BA 212, 4 CR, Principles of Accounting II	BA 213, 4 CR, Managerial Accounting
	CAS 133, 4 CR, Basic Computer Skills	CAS 170, 3 CR, Beginning Excel	CAS 216, 3 CR, (M) Beginning Word* OR CAS 171, 3 CR, (A) Intermediate Excel*
	15 Credit Total	15 Credit Total	15 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 218, 3 CR, Personal Finance	BA 223, 4 CR, (M) Principles of Marketing OR BA 222, 3 CR, (A) Financial Management	BA 277, 4 Cr. Business Ethics
	BA 206, 3 CR, (M) Management Fundamentals OR BA 177, 3 CR, (A) Payroll Accounting	BA 224, 3 CR, (M) Human Resources Management OR BA 256, 3 CR, (A) Income Tax	BA 250, 3 CR, (M) Small Business Management OR BA 228, 4 CR, (A) Comp. Accounting Applications-Quickbooks
	BA 285, 3 CR, Human Relations in Organizations	BA 226, 4 Cr. Business Law I	BA 280, 3 Cr. Business Experience
	COMM 111, 4 CR, Public Speaking	EC 201, 4 CR, Microeconomics	BA 290, 3 Cr. Business Seminar
	WR 122, 4 CR, Writing Composition		
	17 Credit Total	14-15 Credit Total	13-14 Credit Total
			Total Credits: 92-93

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Note: * Prerequisite: CAS 121 or pass the Proficiency Exam (40 wpm)

Note: Transcribed as Associate of Applied Science in Business Administration

Note: Emphasis area courses defined with (A) Accounting or (M) Management.