

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:** Effectively utilize computer applications to identify, find, evaluate, and use information 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 College Survival & Success (3 CR)	WR 121 English Composition I (4 CR)	WR 227 Professional & Technical Writing (4 CR)
	BA 101 Intro to Business (4 CR)	BA 131 Intro to Business Tech. (4 CR)	BA 205 Business Communication (4 CR)
	BA 211 Principles of Accounting I (4 CR)	BA 212 Principles of Accounting II (4 CR)	BA 213 Managerial Accounting (4 CR)
	CAS 133 Basic Computer Skills (4 CR)	CAS 170 Beginning Excel (3 CR)	CAS 216 (M) Beginning Word* (3 CR) OR CAS 171 (A) Intermediate Excel (3 CR)
	15 Credit Total	15 Credit Total	15 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 218 Personal Finance (3 CR)	BA 223 (M) Principles of Marketing (4 CR) OR BA 222 (A) Financial Management (3 CR)	BA 277 Business Ethics (4 CR)
	BA 206 (M) Management Fund. (3 CR) OR BA 177 (A) Payroll Accounting (3 CR)	BA 224 (M) Human Resources Mgmt.(3 CR) OR BA 256 (A) Income Tax (3 CR)	BA 250 (M) Small Business Management (3 CR) OR BA 228 (A) Comp. Accounting Applications - Quickbooks (4 CR)
	BA 285 Human Relations in Organizations (3 CR)	BA 226 Business Law (4 CR)	BA 280 Business Experience (3 CR)
	COMM 111 Public Speaking (4 CR)	EC 201 Microeconomics (4 CR)	BA 290 (A) OR (M) Business Seminar (3 CR)
	MTH 105 Math in Society (4 CR)		
	17 Credit Total	14-15 Credit Total	13-14 Credit Total
			Total Credits: 90-92

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Note: * Prerequisite: CAS 121 or pass the Proficiency Exam (35 wpm)

Note: Transcribed as Associate of Applied Science in Business Administration

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