

Business Administration (A.A.S)

Division of Business — Curriculum Code: 2006

Will Earn Upon Program Completion: Associate in Applied Science (A.A.S.) Degree

The Business Administration A.A.S. degree program is designed to prepare students for entry-level positions in sales, marketing, administration, or management. The program provides you with sufficient knowledge of the business world to enable you to function effectively within large and small corporations and also in non-profit organizations and government agencies. The A.A.S. in Business Administration is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information, please visit <http://www.acbsp.org>.

COURSES

Program Requirements

GENERAL EDUCATION REQUIREMENTS

Written & Oral Communication (6 credits)

ENG 101 (3 credits)

ENG 102 (3 credits)

Quantitative Knowledge & Skills and Scientific Knowledge & Reasoning (4 credits)

Choose any one mathematics course (100 or higher) or one lab science course. The following are recommended: MTH 100MTH 101MTH 103MTH 113MTH 119MTH 120MTH 121MTH 122MTH 127MTH 221or MTH 222; BIO 101BIO 102BIO 103BIO 104BIO 121BIO 122; CHM 101CHM 102CHM 103CHM 104; PHY 101PHY 102PHY 103PHY 104PHY 113or PHY 114(one 4-credit course)

Society & Human Behavior (9 credits)

ECO 101 (3 credits)

AND

Choose two of the following courses: ANT 101ANT 105; POL 101POL 104; PSY 101PSY 102PSY 219; SOC 101 or SOC 108 (two 3-credit courses)

Historical Perspective (3 credits)

Choose one of the following history courses: [HST 101](#)[HST 102](#)[HST 111](#)[HST 112](#)[HST 121](#)[HST 122](#)[HST 131](#)[HST 132](#)[HST 134](#)[HST 135](#)[HST 136](#)[HST 137](#)[HST 161](#) or [HST 162](#) (one 3-credit course)

MAJOR COURSE REQUIREMENTS

[BUS 101](#) Business Organization and Management (3 credits)

[BUS 141](#) Business Mathematics (3 credits)

[BUS 201](#) Principles of Management (3 credits)

[BUS 204](#) Introduction to Organizational Behavior in Business (3 credits)

Choose any three additional (non-repeated) 200-level courses in Business Administration or any three Hospitality Management courses (three 3-credit courses)

ADDITIONAL COURSE REQUIREMENTS

[ACC 101](#) Principles of Accounting I – Financial (4 credits)

[ACC 102](#) Principles of Accounting II – Managerial (4 credits)

[ECO 102](#) Principles of Economics II (Micro) (3 credits)

[CIS 131](#) Microcomputers in Business, [CIS 135](#) Microcomputer Spreadsheets, [CIS 137](#) Microcomputer Databases, or [CIS 139](#) Multimedia Concepts (one 3-credit course)

Choose one additional (non-repeated) BUS, CEE, or CIS course (one 3-credit course)

RECOMMENDED SEQUENCE OF COURSES

- Total Credits Required for Degree: 60

First Semester

[ACC 101](#) Principles of Accounting I – Financial (4 credits)

[BUS 101](#) Business Organization and Management (3 credits)

[ENG 101](#) College Composition I (3 credits)

Quantitative Knowledge & Skills or Scientific Knowledge & Reasoning mathematics or lab science requirement (4 credits)

Society & Human Behavior requirement (3 credits)

Second Semester

[ACC 102](#) Principles of Accounting II – Managerial (4 credits)

[BUS 201](#) Principles of Management (3 credits)

[ECO 101](#) Principles of Economics (Macro) (3 credits)

[ENG 102](#) College Composition II (3 credits)

Society & Human Behavior requirement (3 credits)

Third Semester

[BUS 141](#) Business Mathematics (3 credits)

[BUS 204](#) Introduction to Organizational Behavior in Business (3 credits)

[CIS 131 Microcomputers in Business](#)[CIS 135 Microcomputer Spreadsheets](#)[CIS 137 Microcomputer Databases](#) OR [CIS 139 Multimedia Concepts](#) (3 credits)

[ECO 102](#) Principles Of Economics II (Micro) (3 credits)

Fourth Semester

BUS, CEE, OR CIS elective (3 credits)

Business Administration or Hospitality Management elective (3 credits)

Business Administration or Hospitality Management elective (3 credits)

Business Administration or Hospitality Management elective (3 credits)

Historical Perspective requirement (3 credits)

NOTES:

(1) The two General Education Integrated Course Goals, Ethical Reasoning & Action and Information Literacy, are both addressed by the required curriculum described above, regardless of specific choices made by the individual student.

(2) This plan assumes the completion of all required developmental courses in Reading, English, and mathematics as well as other [pre-requisites](#) and [co-requisites](#) for some of the courses, as listed in the Course Descriptions section.