

Business Administration

Associate in Applied Science Degree, Career program

Division of Professional Studies

Associate Dean: Deborah Beall

Department Chair: Tim Bonomo

The (AAS) career program in Business Administration offers an excellent opportunity for students looking for employment following graduation with an Associate's degree. This program enables students to develop the proficiencies necessary for entry-level employment in fields such as marketing, sales, management, customer service, office management, administrative support, and hospitality. The career program offers a range of program requirements and electives for entrepreneurs who want to develop the skills to start and manage a small business. While most of the coursework is centered on general business subjects, the diversity of liberal arts courses allows students a deeper understanding of business associates, customers, and others.

Graduates will be able to:

- Demonstrate the foundation of business knowledge required to successfully complete the transition to a position in business;
- Understand a broad based liberal arts education suitable to multiple applications and occupations;
- Provide educational enhancement opportunities for employers looking to increase the expertise of their employees.

Program Requirements:

English (ENGL 1010 and 1020)*	6	Business Concentration Requirements	21
Mathematics (MATH 1110 or higher)* ³	3	Accounting (ACCT 1000 or 1030)	4
Social Sciences elective	3	Business Law I (BUSN 1231)	3
Economics elective (ECON 1000, 2001, or 2002)	3	Applied Business Math (BUSN 1033)	3
Humanities elective	3	Business Communications (BUSN 1030)	3
Laboratory Science	3	Principles of Business (BUSN 1040)	3
Free electives	3	Business Applications and Solutions (BUSN 1100)	3
		Total hours	64

Sample Sequence: (Intended as a guide for academic planning. It need not be followed exactly or completed in four semesters.)

First Semester

English (ENGL 1010)	3
Principles of Business (BUSN 1040)	3
Business Applications and Solutions (BUSN 1100)	3
Mathematics (MATH 1110 or higher)	3
Program elective ¹	3

Second Semester

English (ENGL 1020)	3
Accounting (ACCT 1000 or 1030)	4
Business Communications (BUSN 1030)	3
Business Law I (BUSN 1231)	3
Professionalism (BUSN 1055)	3

Third Semester

Economics elective	3
Humanities elective (SPCH 1080 recommended)	3
Business Law II (BUSN 1232)	3
Applied Business Mathematics (BUSN 1033)	3
Program elective ¹	3

Fourth Semester

Laboratory Science	3
Social Sciences elective	3
Program elective ¹	6
Free elective	3
Management elective ²	3

Footnotes:

* Based on placement, students might be required to take developmental and/or prerequisite classes before taking the required English and Math courses.

¹ Program electives: Select from PHIL 2500; or courses with the following prefixes: ACCT, BUOT, BUSN, ECON, HOSP, MGMT, MKTG.

² Management Elective: Select from courses with the prefix: MGMT