

**BUSINESS ADMINISTRATION  
ASSOCIATE OF APPLIED SCIENCE  
Catalog 2005-2007**

The Associate of Applied Science degree in Business Administration is designed to assist students with little or no business experience gain proficiency in business administration. The program stresses both management and marketing to enhance the participant's employability as well as others who need to upgrade their managerial skills. **This program is not designed for transfer.** Transfer students please see Associate of Arts Business Administration transfer program.

**Note:** A student must earn a "C" or higher in all courses designated with an asterisk (\*) within the program to count toward the degree. This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

					<b>Credit Hours</b>	<b>Grade</b>
<b>1<sup>st</sup> Semester</b>						
___	BADM	114*	Introduction to Business		3	___
___	COSC	125*	Business Microcomputer Applications		3	___
___	ENGL	111	Freshman Composition		3	___
___	SPCH	111	Interpersonal Communication <b>OR</b>			
___	SPCH	110	Public Speaking		3	___
___	MATH	115	Intermediate Algebra and Applications (or higher)		4	___
					Total 16 credits	
<b>2<sup>nd</sup> Semester</b>						
___	BADM	230*	Business Law		3	___
___	BADM	238	Leadership and Group Dynamics		3	___
___	COSC	116	Spreadsheets		3	___
___	ENGL	218	Advanced Technical Composition <b>OR</b>			
___	ENGL	211	Advanced Composition		3	___
___	___	___	Business Elective**		3	___
___	PSYC	120	Introduction to Psychology		3	___
					Total 18 credits	
<b>3<sup>rd</sup> Semester</b>						
___	ACCT	201*	Fundamentals of Accounting I		4	___
___	BADM	239	Human Resource Management		3	___
___	ECON	251*	Macroeconomics		3	___
___	___	___	Business Elective**		3	___
___	BADM	212	Business Statistics <b>OR</b>		3	___
___	MATH	251	Statistics		4	___
					Total 20 credits	
<b>4<sup>th</sup> Semester</b>						
___	ACCT	202*	Fundamentals of Accounting II		4	___
___	BADM	242	Principles of Marketing		3	___
___	BADM	233*	Principles of Management		3	___
___	BADM	246	Small Business Management		3	___
___	ECON	252*	Microeconomics		3	___
					Total 16 credits	

Total Credit hours required for this degree is 70

Business Electives (minimum of 6 credits required). Students may take any two courses from the following list. ACCT 220 Accounting for Small Business, ACCT 221\* Intermediate Accounting, ACCT 242 Cost and Managerial Accounting, ACCT 251\* Financial Management, BADM 146 Personal Selling, BADM 132 Introduction to Financial Planning, BADM 139 Practical Investing and Portfolio Management, BADM 231\* Business Law II, BADM 275\* International Business (Honors), BADM 280 Cooperative Education, BADM 290 Special Topics, BADM 248 Principles of Advertising, COSC 185\* Database Management Systems, AOAP 115\* Practical Business Math Procedures.