

**BUSINESS ADMINISTRATION**  
 Associate of Applied Science Degree  
 Catalog 2009-2010

The Associate of Applied Science degree in Business Administration is designed to prepare students for positions in mid-level management, first line supervisor, or other positions requiring leadership skills. The program stresses both management and marketing to enhance the participant's employability as well as others who need to upgrade their managerial skills. The general education courses and most of the business courses will transfer to a variety of colleges and universities. Transfer students should follow the Associate of Arts Business Administration transfer program plan.

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	_____
_____	MATH	115	Intermediate Algebra and Applications <b>OR</b>			
_____	_____	_____	Higher math		3-4	_____
_____	SPCH	110	Public Speaking <b>OR</b>			
_____	SPCH	111	Interpersonal Communication		<u>3</u>	_____
			Total		15-16	
<b>2nd Semester</b>						
_____	BADM	230*	Business Law		3	_____
_____	BADM	238	Leadership and Group Dynamics		3	_____
_____	COSC	116	Spreadsheets		3	_____
_____	ENGL	211	Advanced Composition <b>OR</b>			
_____	ENGL	218	Advanced Technical Composition		3	_____
_____	_____	_____	Business Elective**		3	_____
_____	PSYC	120	Introduction to Psychology		<u>3</u>	_____
			Total		18	
<b>3rd Semester</b>						
_____	ACCT	201*	Fundamentals of Accounting I <b>OR</b>		4	_____
_____	ACCT	175	Fundamentals of Accounting IA <b>AND</b>		(3)	_____
_____	ACCT	176	Fundamentals of Accounting IB		(3)	_____
_____	BADM	212	Business Statistics <b>OR</b>		3	_____
_____	MATH	251	Statistics		4	_____
_____	BADM	239	Human Resource Management		3	_____
_____	ECON	251*	Macroeconomics		3	_____
_____	_____	_____	Business Elective**		<u>3</u>	_____
			Total		16-19	
<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	_____
_____	ECON	252*	Microeconomics		3	_____
_____	ENSB	150	Understanding Financial Statements		1	_____
_____	ENSB	265	Small Business Operations <b>OR</b>			
_____	ENSB	285	Entrepreneurship		<u>3</u>	_____
			Total		17	

Total Credit hours required for this degree is 66-70

Notes:

\* A student must earn a "C" or higher in this course to count toward a degree.

\*\* See page 62, Approved Business Administration Degree Electives, 2009-2010, San Juan College catalog.

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<b>Approved Business Administrations Degree Electives:</b>			<b>Credits</b>
(Minimum of 6 credits required)			
ACCT	220	Payroll Accounting	3
ACCT	221	Intermediate Accounting	3
ACCT	242	Cost and Managerial Accounting	3
ACCT	251	Financial Management	3
AOAP	115	Practical Business Math Procedures	3
AOAP	126	Customer Relations	3
AOAP	130	Human and Customer Relations	3
BADM	146	Personal Selling	3
BADM	132	Introductions to Financial Planning	3
BADM	134	Supervision	3
BADM	231	Business Law II	3
BADM	244	Retailing	3
BADM	248	Principles of Advertising	3
BADM	275	International Business	3
BADM	280	Cooperative Education	3
BADM	290	Special Topics	3
COSC	185	Database Management Systems	3
ENSB	150	Understanding Financial Statements	1
ENSB	265	Small Business Operations	3
ENSB	285	Entrepreneurship	3
FINA	265	Personal Investing	3