

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

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).

1st Semester			Credits
BADM 114*	Introduction to Business		3
COSC 125*	Business Microcomputer Applications		3
ENGL 111	Freshman Composition		3
SPCH 110	Public Speaking OR		
SPCH 111	Interpersonal Communication		3
MATH 115	Intermediate Algebra and Applications (or higher)		4
	Total		16
2nd Semester			
BADM 230*	Business Law		3
BADM 238	Leadership and Group Dynamics		3
COSC 116	Spreadsheets		3
ENGL 218	Advanced Technical Composition OR		
ENGL 211	Advanced Composition		3
	Business Elective**		3
PSYC 120	Introduction to Psychology		3
	Total		18
3rd Semester			
ACCT 201*	Fundamentals of Accounting I OR		4
ACCT 175	Fundamentals of Accounting IA AND		(3)
ACCT 176	Fundamentals of Accounting IB		(3)
BADM 239	Human Resource Management		3
ECON 251*	Macroeconomics		3
	Business Elective**		3
BADM 212	Business Statistics OR		3
MATH 251	Statistics		(4)
	Total		16-19
4th Semester			
ACCT 202*	Fundamentals of Accounting II		4
BADM 242	Principles of Marketing		3
BADM 233*	Principles of Management		3
ENSB 150	Understanding Financial Statements		1
ENSB 265	Small Business Operations OR		
ENSB 285	Entrepreneurship		3
ECON 252*	Microeconomics		3
	Total		17
Total Credits			66-70

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 (Continued)

* A student must earn a "C" or higher in this course to count toward the degree.
 ** Choose from the following list of approved electives:

Approved Business Administration Degree Electives:			Credits
(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	130	Human and Customer Relations	3
AOAP	126	Customer Relations	3
BADM	146	Personal Selling	3
BADM	132	Introduction to Financial Planning	3
BADM	134	Supervision	3
BADM	231	Business Law II	3
BADM	275	International Business	3
BADM	280	Cooperative Education	3
BADM	290	Special Topics	3
BADM	244	Retailing	3
BADM	248	Principles of Advertising	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

