

BLDT 130**	Flooring Installations	3	3		
BLDT 131**	Stair Construction	1	1		1
BLDT 132**	Building Codes	1	1	1	1
ENGL118	Technical Composition	3			
MATH 113	Math for Technical Careers			3	3
	<b>Total</b>	<b>26</b>	<b>14</b>	<b>7</b>	<b>14</b>
<b>3rd Semester</b>		<b>AAS</b>	<b>F</b>	<b>I/D</b>	<b>Fr</b>
BLDT 221+	Construction Supervision	6			
ENGL 218	Technical Writing	3			
COMM 110	Public Speaking <b>OR</b>				
COMM 120	Business And Professional Communication	3			
PSYC 115	Interpersonal and Career Development	3			
	<b>Total</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Credits</b>	<b>66</b>	<b>27</b>	<b>21</b>	<b>28</b>

\*Taught in the Fall Semester only

\*\*Taught in the Spring Semester only

+Taught in the Fall and/or Spring Semester

## 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).

<b>1st Semester</b>		<b>Credits</b>
BADM 114*	Introduction to Business	3
COSC 125*	Business Microcomputer Applications	3
ENGL 111	Freshman Composition	3
COMM 110	Public Speaking <b>OR</b>	
COMM 111	Interpersonal Communication	3
MATH 115	Intermediate Algebra and Applications <b>OR</b>	4
MATH 160	College Algebra ( <b>or</b> higher)	(3)
	<b>Total</b>	<b>15-16</b>
<b>2nd Semester</b>		<b>Credits</b>
BLAW 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
	Approved Business Elective**	3

Continued on next page

Associate of Applied Science Degrees and Certificates

PSYC 120	Introduction to Psychology	3
	<b>Total</b>	<b>18</b>
<b>3rd Semester</b>		<b>Credits</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 239	Human Resource Management	3
ECON 251*	Macroeconomics	3
	Approved Business Elective**	3
BADM 212*	Business Statistics <b>OR</b>	3
MATH 251	Statistics	(4)
	<b>Total</b>	<b>16-19</b>
<b>4th Semester</b>		<b>Credits</b>
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 <b>OR</b>	
ENSB 285	Entrepreneurship	3
ECON 252*	Microeconomics	3
	<b>Total</b>	<b>17</b>
	<b>Total Credits</b>	<b>66-70</b>

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

\*\*Approved Business Administration degree electives (minimum of 6 credits required for AAS):

ACCT 220	Payroll Accounting	3
ACCT 221*	Intermediate Accounting	3
ACCT 242	Cost and Managerial Accounting	3
AOAP 115	Practical Business Math Procedures	3
AOAP 130	Human and Customer Relations	3
BADM 134	Supervision	3
BADM 248	Principles of Advertising	3
BADM 280	Cooperative Education	3
BADM 290	Special Topics	3
BLAW 231*	Business Law II	3
COSC 185	Database Management Systems	3
ENSB 265	Small Business Operations	3
ENSB 285	Entrepreneurship	3
FINA 132	Personal Financial Planning	3
FINA 251*	Financial Management	3
FINA 265	Personal Investing	3