

# Business—Business Administration (A.A.S.)

Curriculum Code: 0632

Semester Hours Required for Graduation: 62–64

## PROGRAM GOALS:

This program qualifies students for a wide range of entry-level positions in private industry, business, and government.

## PROGRAM OUTCOMES:

- Demonstrate applications of basic management and marketing principles.
- Demonstrate applications of accounting principles and maintaining business records.
- Demonstrate applications of business law.
- Demonstrate use of applications of computer technology.
- Demonstrate proficiency in written and oral communication.

## ACADEMIC PREPARATION:

It is highly recommended that the following criteria be met to begin this program, and it is **REQUIRED** by the completion of 24 credits:

12th-grade reading level is required (readiness to begin EN 101 – Composition). (A score of 80 or higher on the placement exam is required.)

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

## LIBERAL ARTS REQUIREMENTS

21–22 Semester Hours

EN 101	Composition	3
EN 102	Composition and Literature	3
HU ELE	Humanities Elective	3
MA ELE	Mathematics Elective	3
SC ELE	Science Elective	3–4
SL ELE	Social Science Electives	6

## PROGRAM REQUIREMENTS

39 Semester Hours

AC 101	Financial Accounting	3
AC 102	Managerial Accounting	3
BU 103	Foundations of Business	3
BU 105	Business Communications	3
BU 107	Business Law I	3
BU 230	Management	3
BU ELE	Business Electives	9
MK 101	Principles of Marketing	3
CI 101	Computer Essentials	3
GN ELE	General Electives	3
CS ELE	Computer Science Elective	
	<i>or</i>	
CI ELE	Computer Information Elective	3

## PHYSICAL EDUCATION REQUIREMENTS

2-3 Semester Hours

PE ELE	Physical Education Electives	
	<i>or</i>	
HE ELE	Health Electives	2–3

**Grand Total** **62–64**

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## SUGGESTED PROGRAM SEQUENCE

<i>1st Semester</i>			<i>2nd Semester</i>		
AC 101	Financial Accounting	3	AC 102	Managerial Accounting	3
BU 103	Foundations of Business	3	BU 107	Business Law I	3
EN 101	Composition	3	BU ELE	Business Elective	3
PE ELE	Physical Education Elective		EN 102	Composition and Literature	3
	<i>or</i>		MA ELE	Mathematics Elective	3
HE ELE	Health Elective*	1–3	PE ELE	Physical Education Elective	
MK 101	Principles of Marketing	3		<i>or</i>	
CI 101	Computer Essentials	3	HE ELE	Health Elective*	1–3
Total		16–18	Total		16–18

<i>3rd Semester</i>			<i>4th Semester</i>		
BU 105	Business Communications	3	BU 230	Management	3
BU ELE	Business Electives**	6	CS ELE	Computer Science Elective	
SC ELE	Science Elective	3–4		<i>or</i>	
SL ELE	Social Science Elective	3	CI ELE	Computer Information Elective	3
Total		15–16	GN ELE	General Electives	3
			HU ELE	Humanities Elective	3
			SL ELE	Social Science Elective	3
			Total		15

*\*Either one 3-semester-hour health course or one 3-semester-hour physical education course or two courses of any combination of HE or PE will satisfy the PE requirement.*

*\*\*CS courses recommended*

**Career Opportunities:** Business management and management trainee in retail and wholesale organizations; banking, insurance, and other financial institutions; marketing, advertising, and sales; personnel and general management; customer service representative; production assistant; marketing research; account executive; special events assistant; front-end manager; office manager.