

Business – Business Administration (A.A.S.)

Curriculum Code: 0632

Semester Hours Required for Graduation: 61

PROGRAM GOALS:

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

PROGRAM LEARNING 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. Placement test scores must indicate readiness to begin EN 101-Composition.

Competency in mathematics fundamentals is required: Pre-Algebra or Pre-Statistics is recommended.

LIBERAL ARTS REQUIREMENTS

21 Semester Hours

EN 101	Composition	3
EN 102	Composition and Literature or	
EN 105	Technical Writing	3
HU ELE	Humanities Elective	3
MA ELE	Mathematics Elective	3
SC ELE	Science Elective	3
SL ELE	Social Science Electives	6

PROGRAM REQUIREMENTS

40 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 209	Business Professional Development	2
BU 230	Management	3
BU ELE	Business Electives	6
CE 101	College Experience	1
CS ELE	Computer Science Elective or	
CI ELE	Computer Information Elective	6
CP 101	Job Search Preparation	1
GN ELE	General Electives	3
MK 101	Principles of Marketing	3

Minimum Credits	61
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SUGGESTED PROGRAM SEQUENCE

1st Semester

AC 101	Financial Accounting	3
BU 103	Foundations of Business	3
CE 101	College Experience	1
CS ELE	Computer Science Elective	
	or	
CI ELE	Computer Information Elective	3
EN 101	Composition	3
MK 101	Principles of Marketing	3
Total		16

3rd Semester

BU 105	Business Communications	3
BU ELE	Business Electives	3
BU 209	Business Professional Development	2
CP 101	Job Search Preparation	1
SC ELE	Science Elective	3
SL ELE	Social Science Elective	3
Total		15

2nd Semester

AC 102	Managerial Accounting	3
BU 107	Business Law I	3
BU ELE	Business Elective	3
EN 102	Composition and Literature	
	or	
EN 105	Technical Writing	3
MA ELE	Mathematics Elective	3
Total		15

4th Semester

BU 230	Management	3
CS ELE	Computer Science Elective	
	or	
CI ELE	Computer Information Elective	3
GN ELE	General Electives	3
HU ELE	Humanities Elective	3
SL ELE	Social Science Elective	3
Total		15

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.