

BUSINESS ADMINISTRATION – BUSINESS

Associate of Applied Science (AAS) Degree with Specializations
90-98 credits

DEGREE AS AWARDED ON TRANSCRIPT

Associate of Applied Science, Business Administration with specializations in: General Business, Accounting, Management, Small Business/Entrepreneurship or Retail Operations Management.

PROGRAM DESCRIPTION

The AAS coursework prepares students for immediate employment in business occupations. Business Administration AAS degrees may be awarded indicating emphasis in the following areas of specialization: General Business, Accounting, Management, Small Business/Entrepreneurship or Retail Operations Management.

COST OF PROGRAM

Standard tuition, student fees and textbooks.

PROGRAM PREPARATION AND PREREQUISITES

Recommended

- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 065/095 ("C" or better)
- Minimum placement scores resulting in MTH 065 placement or completion of MTH 060 ("C" or better)

MINIMUM GPA OR GRADE REQUIREMENTS

All required courses must be completed at a "C" grade or better and graduates must have an overall 2.0 GPA or higher.

REGISTRATION INFORMATION

The following is provided to assist students in planning their schedule. Students should take as many Level 1 courses as possible before attempting Level 2 courses, Level 2 courses before Level 3 courses, etc. This will enable students to approach each class with the background necessary to succeed and enjoy the course content.

TRANSFER INFORMATION

This degree is designed for students planning to enter their chosen career upon graduation. Only selected credits are considered transferrable to public or private baccalaureate institutions. See advisor for additional information.

PROGRAM REQUIREMENTS

Level 1 Foundation Courses

Foundation courses ensure that students have basic skills and basic business concepts to address further skill development. Foundation courses include math, computer and writing skills. Students should take MTH 060 or have a placement score above MTH 060.

BA 101	Introduction to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 178	Customer Service	3
or BA 285	Business Human Relations	
BA 218	Personal Finance	3
CIS 120	Computer Concepts	0-4
or Computer Competency Test		
CIS 131	Software Applications	4
LIB 100	Introduction to Finding Information	1
WR 121	Academic Composition	4

Level 2 Core Courses

Core courses that will allow students to begin to understand concepts in their specialization courses taken in Level 3.

BA 112	Applied Accounting II	3
BA 113	Applied Accounting III	3
BA 206	Management Fundamentals I	4

BA 214	Business Communications	3
BA 223	Marketing Principles I	4
BA 226	Business Law I	4
BA 250	Entrepreneurship	4
BA 261	Consumer Behavior	4
CIS 125E	Excel	4

Level 3 Specialization Courses

GENERAL BUSINESS SPECIALIZATION

Take an additional 21-24 credits of any courses with a BA prefix and/or CIS 178.

ACCOUNTING SPECIALIZATION

This specialization is for those who desire to be accountants for a small- to medium-sized business. (24-25 credits)

BA 177	Payroll Accounting	3
BA 211	Financial Accounting I	4
BA 212	Financial Accounting II	4
BA 213	Managerial Accounting	4
BA 228	Computer Accounting Applications	3
BA 229	QuickBooks	3
BA Elective	Any BA prefix course	3-4

MANAGEMENT SPECIALIZATION

This specialization is designed for those students who aspire to be managers in a small/medium-sized organization. This degree can also help those who wish to be more effective managers in their current position. (21-24 credits)

BA 207	Management Fundamentals II	4
BA 224	Human Resources Management	4
BA 286	Managing Business Processes	4
Select 9-12 credits from any BA prefix		9-12

SMALL BUSINESS/ENTREPRENEURSHIP SPECIALIZATION

This specialization is for those who plan to start up and run a business or grow an existing business. (24 credits)

BA 232	Branding	4
BA 233	Internet Marketing	4
BA 237	Marketing Research	4
BA 253	Business Plan Elements	4

Select 2 courses from this list:

BA 239	Advertising	4
BA 254	Business Strategies	4
BA 271	Product Development Process	4
BA 272	Product Development Strategies	4
CIS 178	Internet in Depth	4

RETAIL OPERATIONS MANAGEMENT SPECIALIZATION

This specialization is for those who desire to be sales representatives, sales management, marketing directors, project managers, human resources managers, customer service specialists and public relations specialists. (22-24 credits)

BA 207	Management Fundamentals II	4
BA 224	Human Resources Management	4
BA 239	Advertising	4
BA 249	Retailing	4
Select 6-8 credits from any BA prefix		6-8

Level 4 Advanced Core and Capstone Courses

These courses should be taken after completion of Level 1 and 2 and may be taken concurrently with specialization courses (Level 3).

BA 220	Business Analysis and Budgeting	4
BA 222	Business Finance	4
BA 290	Business Seminar	3