

**BUSINESS ADMINISTRATION**  
**ASSOCIATE OF APPLIED SCIENCE DEGREES**  
**2012-2013**

The courses in the Associate of Applied Science degree programs are designed for persons preparing for immediate employment in business occupations. Business Administration degrees may be awarded indicating emphasis in the areas of specialization of Accounting; Hotel, Tourism and Recreation Management; Information Systems Management; Management; Retail Operations Management; Small Business/Entrepreneurship; or General Business. Students should work closely with their advisors to ensure that degree requirements are met.

The following is provided to assist students in planning their program of study. Students should take as many Level I courses as possible before attempting Level II courses, Level II courses before Level III courses, etc. This will enable students to approach each class with the background necessary to succeed in and enjoy the course content.

To meet graduation requirements, students must complete every specified BA, CIS, GEOG, HTRM, SP, and WR course with a minimum grade of "C."

Students need advisor contact early in coursework planning for business certificates and/or AAS business degrees!

**Level I 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 60 or have a placement score above MTH 60 before taking any level II Core Course.

CIS 131 Software Applications (4 cr) *Recommended Preparation: IC<sup>3</sup> certificate or CIS 120 and MTH 60/85 or BA 104*

WR 121 English Composition (4 cr)

BA 111 Applied Accounting I (3 cr)

BA 101 Introduction to Business (4 cr)

BA 104 Business Math\* (3 cr) *Prerequisite: MTH 60 or equivalency/placement score*

BA 178 Customer Service (3 cr)

SP 111 or SP 219 (3 cr)

**Level II Core Courses**

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

CIS 125E Excel (4 cr) *Recommended preparation: CIS 131 and CIS 120.*

WR 214 Business Communication (3 cr)

BA 112 Applied Accounting II (3 cr)

BA 113 Applied Accounting III (3 cr)

BA 206 Management Fundamentals I (4 cr)

BA 223 Marketing Principles I (4 cr)

BA 226 Business Law (4 cr)

BA 285 Business Human Relations (3 cr)

**Level III Specialization Courses**

See **BUSINESS SPECIALIZATIONS** (*see other side*) in General Business; Accounting; Information Systems Management; Management; Small Business/ Entrepreneurship; Retail Operations Management; Hotel, Tourism and Recreation Management.

**Level IV Advanced Core and Capstone Courses**

These courses should be taken after completion of Level I and II and may be taken concurrently with specialization courses (Level III). Instructor permission required.

BA 220 Business Analysis & Budgeting

*Prerequisites: BA 104, CIS 131, BA 112. Recommended preparation: CIS 125E*

BA 222 Business Finance (3 cr) *Prerequisites: BA 104 and either BA 113 or BA 212.*

BA 280 Co-op Work Experience Business (3 cr)

*See your advisor for additional information regarding the placement of Co-op Work Experience in your business certificate and/or AAS business degree coursework! Accounting Certificate and AAS students, see your advisor early!*

BA 290 Business Seminar (3 cr)

*Prerequisites: Prerequisites include BA 113, BA 206, BA 220, and BA 223.*

**Required degree support courses**

These courses are required for Associate of Applied Science degree and may be taken at any time.

General education requirements

See Discipline Studies list (8 cr)

Recommend GEOG 106 Economic Geography (4 cr)

HHP 295 or 242 or 266 or 258 or 231 or 252A (3 cr)

HHP 1 activity course (1cr)

## BUSINESS SPECIALIZATIONS

AAS students must complete a minimum of 19-24 additional credits from a specialization in one of the following degrees: Accounting; General Business; Hotel, Tourism and Recreation Management; Information Systems Management; Management; Retail Operations Management; and Small Business/Entrepreneurship.

See college catalog for business certificates coursework and suggested sequencing.

### MANAGEMENT

Designed for those students who aspire to be in a management position in a small/medium sized organization. This degree can also help those who wish to be more effective managers in their current position. (20 credits)

*Retail Management Certificate (46 credits) may be obtained with the AAS Management Specialization with the addition of BA 249.*

*Marketing Certificate (45 credits) may be obtained with the AAS Management Specialization with the addition of BA 180 Co-op, BA 239 Marketing Principles II and the selection of BA 238 and BA 233.*

BA 207	Mgmt Fundamentals II	4 cr
BA 224	Human Resource Mgmt	4 cr
Select from the following:		12 cr
BA 203	Global Business (3 cr)	
BA 211, 212, 213	Financial Acctg (4 cr each)	
BA 229	QuickBooks (3 cr)	
BA 233	Internet Marketing (4)	
BA 238	Selling & Negotiation (4)	
BA 250	Entrepreneurship (4 cr)	
BA 253	Business Plan Elements (4)	
BA 261	Consumer Behavior (4 cr)	
BA 286	Managing Bus Processes (4 cr)	

### INFORMATION SYSTEMS MANAGEMENT

This specialization is for those who desire to apply software and computer technology to business applications such as accounting, human resources and manufacturing.

(24 credits)

CIS 125A	Access	4 cr
CIS 135DB	Database Theory/SQL	4 cr
CIS 140	A+ Essentials	4 cr
CIS 235	IT in Business	4 cr
Select 2 from the following:		8 cr
CIS 178	Internet in Depth (4 cr)	
CIS 179	Networking Essentials (4 cr)	
CIS 195	Web Development I (4 cr)	
CIS 295	Web Development II (4 cr)	

### GENERAL BUSINESS

A total of 20 credit hours combined from business courses (BA & HTRM prefix). Pay careful attention to prerequisites.

### SMALL BUSINESS/ENTREPRENEURSHIP

This specialization is for those who plan to start up and run a successful business or want to grow an existing business. (19-20 credits)

*With careful planning the Entrepreneurship Certificate 45-56 credits is contained within the AAS Small Business/ Entrepreneurship Specialization.*

BA 250	Entrepreneurship	4 cr
BA 253	Business Plan Elements	4 cr
BA 238	Selling & Negotiation	4 cr
Select 2 from the following:		7-8cr
BA 203	Global Business (3 cr)	
BA 207	Mgmt Fund II (4 cr)	
BA 233	Internet Marketing (4 cr)	
BA 239	Marketing Principles II (4 cr)	
BA 261	Consumer Behavior (4 cr)	

### RETAIL OPERATIONS MANAGEMENT

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. (20 credits)

*Retail Management Certificate (46 credits) is contained within the AAS Retail Operations Management Specialization.*

*Marketing Certificate (45 credits) may be obtained with AAS Retail Operations Management Specialization with the selection of BA 238 and the addition of BA 180.*

BA 224	Human Resource Mgmt	4 cr
BA 239	Marketing Principles II	4 cr
BA 249	Retailing	4 cr
BA 261	Consumer Behavior	4 cr
Select 1 from the following:		4 cr
BA 207	Mgmt Fund II (4 cr)	
BA 238	Selling & Negotiation (4 cr)	

### ACCOUNTING

This specialization is for those who desire to be accountants for a small- to medium-sized business. (21 credits)

*Accounting Clerk Certificate (44 credits) is contained within the AAS Accounting Specialization.*

BA 177	Payroll Accounting	3 cr
BA 211	Financial Accounting I	4 cr
BA 212	Financial Accounting II	4 cr
BA 213	Managerial Accounting	4 cr
BA 228	Computer Accounting Applications	3 cr
BA 229	QuickBooks	3 cr

### HOTEL, TOURISM & RECREATION MANAGEMENT

This specialization is for those who desire to operate or manage hotels, restaurants or recreation businesses. (20 credits)

GEOG 212	Tourism and Recreation	3 cr
HTRM 105	Food Service Management	4 cr
HTRM 106	Lodging Management	3 cr
HTRM 233	Event Planning (3 credits) or Business Electives (BA prefixes)	10 cr