

ASSOCIATE IN APPLIED SCIENCE DEGREES

ASSOCIATE IN APPLIED SCIENCE

BUSINESS ADMINISTRATION

(60 hrs. min.)

CIP: 52.0201

This program is designed for students who wish to obtain or sharpen their basic business administration skills – accounting, marketing, business law, management and office technology – while pursuing course work in their chosen area of concentration (accounting, technology, media arts, etc.). The associate in applied science degree is available with concentrations in accounting, business administration and office technologies.

Note: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page X of this catalog, or speak with an academic adviser.

PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- Describe the functions of management and their purpose in the business environment.
- Analyze the relationships among ethics, law and social responsibility in organizational decision-making.
- Communicate clearly and effectively, both orally and in writing.
- Describe the relationship between business and the American legal system.
- Describe the basic features of economic systems.
- Prepare financial statements.
- Describe how values, attitudes and behaviors affect workplace performance.

GENERAL EDUCATION REQUIREMENTS: (28 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 119 Professional Communication (3)

[or]

ENGL 216 Technical Writing (3)
SPCH 111 Public Speaking (3)

[or]

SPCH 225 Small-Group Communication (3)

Humanities (3 hrs.)

PHIL 245 Business Ethics (3)

Behavioral/Social Sciences (3 hrs.)

BSAD 235 Human Relations in the Workplace (3)

Math (3 hrs.)

BSAD 112 Business Math (3)

[or]

MATH 119 Applications of Mathematics for Nonscience Majors (3)

Science (4 hrs.)

Computers/Technology (4 hrs.)

CITC 111 Computers and Technology (4)

[or]

OFTC 111 Business Software Essentials I (4)

Health, Physical Education and Recreation or Dance (2 hrs. min.)

CORE REQUIREMENTS: (18 HRS. MIN.)

ACCT 111 Office Accounting (3)

[or]

ACCT 121 Principles of Accounting I (4) (required for Accounting and Business Administration Concentration)

ACCT 125 Computerized Accounting – QuickBooks (3)

BSAD 111 Introduction to Business (3)

BSAD 211 Principles of Managing (3)

BSAD 232 Business Law I (3)

[or]

BSAD 233 Business Law II (3)

ECON 200 Principles of Economics – Macroeconomics (3)

[or]

ECON 201 Principles of Economics – Microeconomics (3)

ACCOUNTING CONCENTRATION: (14 HRS.)

ACCT 122	Principles of Accounting II (4)
ACCT 124	Payroll Accounting (3)
ACCT 221	Intermediate Accounting I (4)
BSAD 245	Principles of Finance (3)

BUSINESS ADMINISTRATION CONCENTRATION: (15 HRS.)

BSAD 232	Business Law I (3)
[or]	
BSAD 233	Business Law II (3)
BSAD 240	Principles of Marketing (3)
BSAD 245	Principles of Finance (3)

Approved electives (6): These courses should be upper-level courses (112 or higher) in Accounting (ACCT), Business Administration (BSAD), Economics (ECON), Office Technologies (OFTC) or related field.

ENTREPRENEURSHIP CONCENTRATION (15 HRS.)

BSAD 119	Entrepreneurship – Planning and Introduction (3)
BSAD 215	Entrepreneurship – E-Commerce (3)
BSAD 221	Entrepreneurship – Business Model (3)
BSAD 222	Entrepreneurship – International (3)

Approved electives (3): These courses should be upper level courses (112 or higher) in Accounting (ACCT), Business Administration (BSAD), Economics (ECON), or related field.

FOCUS AREA CONCENTRATION (15 HRS.)

Approved electives (15): These should be related courses in one area of study. For example: computer sciences, fine arts, video production, Web design, etc.

OFFICE MANAGEMENT CONCENTRATION: (15 HRS.)

All credits earned in the completion of a Certificate in Office Management (focus area in Dental, Medical, Legal or General Office) apply toward the A.A.S. in Business Administration. Students should consult their degree advisor.

Dental Office Focus: (14.75 hrs.)

DAST 133	Practice Management (2)
DAST 193	Dental Assisting Practicum I (2)
HLCR 113	Medical Terminology (3)
EMSI 151L	Basic Life Support – CPR (.25)
OFTC 221	Office Information Management (3)

Approved electives (4.5 hrs. min.)

Medical Office Focus (14.75 hrs.)

BIOL 136	Non-Majors Anatomy and Physiology (3)
BIOL 136L	Non-Majors Anatomy and Physiology Lab (1)
HLCR 113	Medical Terminology (3)
EMSI 151L	Basic Life Support – CPR (.25)
Approved electives (7.5 hrs. min.)	

Legal Office Focus: (15 hrs.)

PLST 111	Introduction to Law (4)
PLST 112	Introduction to the Paralegal Profession (3)
Approved electives (8 hrs. min.)	

General Office Focus: (15 hrs.)

CITC 111	Computers and Technology (4)
OFTC 221	Office Information Management (3)
Approved electives (8 hrs. min.)	

Note: See “College Success Course Requirement” on Page 8.

TOTAL 60 CREDITS MIN.