

Business Administration A.A.S.

Degree Type

A.A.S.

The Associate of Applied Sciences degree in Business Administration is designed for students seeking a broad program of study in all phases of business practices. The degree focuses not only at the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law). This program is designed for the student who plans to start a business career after two years of concentrated study. Students seeking a four-year degree should follow the Business A.S. Degree Plan.

Program completion requires a field experience course in which students work 6 hours each week at an approved place of employment.

First Semester

Course Number	Title	Credits
ACNT 1303	Introduction to Accounting I	3
BUSG 1304	Financial Literacy	3
POFT 1325	Business Math Using Technology	3
BCIS 1305	Business Computer Applications	3
HRPO 1311	Human Relations	3

Second Semester

Course Number	Title	Credits
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
POFT 2312	Business Correspondence and Communication	3
BMGT 1327	Principles of Management	3
POFT 1120	Job Search Skills	1
BMGT 2188	Internship-Business Administration and Management	1

Third Semester

Course Number	Title	Credits
ACCT 2301	Principles of Financial Accounting	3
ECON 2301	Principles of Economics (Macro)	3
MRKG 1311	Principles of Marketing	3
	ENGL 1302 or ENGL 2311	3
	Elective X3XX – College Level Math	3

Fourth Semester

Course Number	Title	Credits
ACCT 2302	Principles of Managerial Accounting	3
BUSI 2301	Business Law	3
	Elective X3XX – Life or Physical Science	4
ECON 2302	Principles of Economics (Micro)	3
	SPCH 13XX Speech	3
Total Credits		60