

BUSINESS ADMINISTRATION, AAS

The growing complexity of business has increased the demand for decision makers and employees with team-building and management skills. The Associate of Applied Science in Business Administration degree concentrates on the development of managerial capabilities. Students learn to identify and solve problems using management and technical skills. Graduates are prepared to continue in baccalaureate programs or assume entry-level business positions. To customize their programs, students are encouraged to choose a concentration in career-related courses. The program level objectives for students completing the AAS in Business Administration are as follows:

1. Demonstrate fundamental knowledge and application of business concepts including management, marketing, finance, accounting, human resources, and ethics
2. Identify and research a specific academic/career area of business to focus their futures
3. Analyze current issues in business, evaluate evidence and construct a written report, and deliver an oral presentation detailing the outcomes of the analysis
4. Develop a career plan to secure an appropriate, entry-level position relevant to their study or be eligible for bachelor-level study
5. Illustrate effective utilization of technology solutions relevant to employers

Requirements

Code	Title	Credits
Major-Related Courses		
AC-161	Principles of Financial Accounting	3
AC-163	Principles of Managerial Accounting	3
MG-101	Introduction to Business	3
MG-201	Principles of Management	3
MG-285	Integrating Business Concepts	3
MK-101	Marketing Foundations	3
Major-Related Courses Subtotal		18
Major Area Component Courses and Electives		
BL-201	Business Law I	3
Major Area Electives ¹		9
Major Area Component and Electives Subtotal		12
General Education and Related Courses		
EC-201	Macroeconomics	3
EN-111	College Writing and Critical Analysis	3
EN-121	Analytical Thinking, Writing & Research	3
EN-206	Professional Writing and Presentation	3
IT-115	Electronic Spreadsheet Applications	3
IT-118	Integrated Business Applications	3
LA-122	Fundamentals of Communication	3
MA-115	Quantitative Reasoning	3
Liberal Arts Elective		3
Mathematics or Liberal Arts Elective		3

General Education and Related Courses Subtotal	30
Total Credits	60

¹ **Note:** It is strongly recommended that Major Area Electives be used to complete the requirements of a declared business concentration, or any course with a prefix of AC, BL, EC, FA, MG or MK with advisement. Students should use the first Major Area Elective course to explore accounting concentrations before formally declaring.

Recommended Sequence

Course	Title	Credits
Semester 1		
MG-101	Introduction to Business	3
MK-101	Marketing Foundations	3
EN-111	College Writing and Critical Analysis	3
IT-118	Integrated Business Applications	3
LA-122	Fundamentals of Communication	3
Credits		15
Semester 2		
MG-201	Principles of Management	3
AC-161	Principles of Financial Accounting	3
EN-121	Analytical Thinking, Writing & Research	3
IT-115	Electronic Spreadsheet Applications	3
MA-115	Quantitative Reasoning	3
Credits		15
Semester 3		
MG-ELE or MK-ELE	Business Elective ¹ or Marketing Elective	3
AC-163	Principles of Managerial Accounting	3
EN-206	Professional Writing and Presentation	3
LA-ELE	Liberal Arts Elective (LA-103 strongly recommended)	3
LA-ELE or MA-ELE	Liberal Arts Elective (MA-120 strongly recommended) or Math Elective	3
Credits		15
Semester 4		
MG-285	Integrating Business Concepts	3
MG-ELE or MK-ELE	Business Elective ¹ or Marketing Elective	3
MG-ELE or MK-ELE	Business Elective ² or Marketing Elective	3
BL-201	Business Law I	3
EC-201	Macroeconomics	3
Credits		15
Total Credits		60

¹ Should relate to declared Concentration, if applicable, or MG-290 Business Administration Internship I recommended

² Should relate to declared Concentration, if applicable, or MG-230 Principles of Project Management

All concentrations require the completion of a minimum of 3 courses (9 credits) from the selected concentration: Accounting Concentration

Code	Title	Credits
AC-205	Intermediate Accounting I	3
AC-211	Accounting Software Solutions- Small Business	3
AC-231	Federal Income Tax Law I - Personal Tax	3

Business Law Concentration

Code	Title	Credits
CJ-150	American Legal System	3
BL-201	Business Law I	3
BL-301	Business Law II	3

Finance Concentration

Code	Title	Credits
FA-302	Principles of Finance	3
FA-304	Money and Banking	3
FA-305	Corporate Finance	3
FA-308	Financial Management	3
FA-310	Investment Analysis	3
MG-105	Personal Financial Management	3

Human Resources Concentration

Code	Title	Credits
MG-211	Introduction to Human Resource Management	3
MG-216	Employee and Labor Relations	3
MG-217	Compensation and Benefit Administration	3
MG-255	Managing Cultural Diversity	3

Marketing Concentration

Code	Title	Credits
MK-101	Marketing Foundations	3
MK-110	Social Media Marketing	3
MK-201	Integrated Advertising & Promotions	3
MK-202	Art of Selling	3

Sports Management Concentration

Code	Title	Credits
MG-120		3
MG-226		3
MG-227		3
MK-206	Digital & Search Engine Marketing	3