

# 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
<b>Major-Related Courses</b>		
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
<b>Major Area Component Courses and Electives</b>		
BL-201	Business Law I	3
Major Area Electives <sup>1</sup>		9
Major Area Component and Electives Subtotal		12
<b>General Education and Related Courses</b>		
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
<b>Total Credits</b>	<b>60</b>

<sup>1</sup> **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, and HP (Hospitality only), with advisement. Students should use the first Major Area Elective course to explore accounting concentrations before formally declaring.

## Recommended Sequence

Course	Title	Credits
<b>Semester 1</b>		
MG-101	Introduction to Business	3
EN-111	College Writing and Critical Analysis	3
LA-122	Fundamentals of Communication	3
MK-101	Marketing Foundations	3
IT-118	Integrated Business Applications	3
<b>Credits</b>		<b>15</b>
<b>Semester 2</b>		
MG-201	Principles of Management	3
EN-121	Analytical Thinking, Writing & Research	3
MA-115	Quantitative Reasoning	3
AC-161	Principles of Financial Accounting	3
IT-115	Electronic Spreadsheet Applications	3
<b>Credits</b>		<b>15</b>
<b>Semester 3</b>		
EN-206	Professional Writing and Presentation	3
MG-ELE or MK-ELE	Business Elective <sup>1</sup> or Marketing Elective	3
AC-163	Principles of Managerial Accounting	3
LA-ELE	Liberal Arts Elective <sup>2</sup>	3
LA-ELE or MA-ELE	Liberal Arts Elective <sup>3</sup> or Math Elective	3
<b>Credits</b>		<b>15</b>
<b>Semester 4</b>		
EC-201	Macroeconomics	3
MG-285	Integrating Business Concepts	3
BL-201	Business Law I	3
MG-ELE or MK-ELE	Business Elective <sup>4</sup> or Marketing Elective	3
MG-ELE or MK-ELE	Business Elective <sup>5</sup> or Marketing Elective	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>60</b>

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

<sup>2</sup> LA-103 Introduction to Political Science strongly recommended

<sup>3</sup> MA-120 Finite Mathematics & Linear Modeling strongly recommended

<sup>4</sup> Should relate to declared Concentration or MG-290 Business Administration Internship I

<sup>5</sup> Should relate to declared Concentration 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

## Finance Concentration

Code	Title	Credits
MG-105	Personal Financial Management	3
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

## 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	Introduction to Sports Management and Marketing	3
MG-226	Legal Aspects of Sports	3
MG-227	Business Ethics in Sports	3
MK-206	Digital & Search Engine Marketing	3

## Business Law Concentration

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