Business Administration

Associate in Science Degree

For continued study toward a bachelor's degree in Business Administration. Prepares for specialization in Accounting, Business Technology, Hospitality Management, Public Administration, Finance, Management, Marketing , or other related business studies. Students are strongly encouraged to consult the business department faculty as early as possible to ensure choosing electives acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of this program.

Graduates should be able to:

- Demonstrate general business knowledge.
- Give a clear, well-organized verbal presentation.
- Demonstrate general information literacy skills.
- Demonstrate analytical skills necessary to solve business problems.
- Analyze a company's financial position.

Accounting/Finance Option

For continued study in the field of accounting or finance at four-year institutions.

General Education (32 credits)

EC 101 Economics I
EC 102 Economics II
EN 101 Composition I
EN 102 Composition II
ENS 106 Public Speaking
*MA 109 Pre-Calculus or
MA 110 Quantitative Mathematics or
MA 111 Business Calculus
3 credits in Humanities, 4 credits in Laboratory Science
6 credits in Social Sciences

Business Administration (33 credits)

(A minimum grade of "C" is required for all courses with the following course codes: AC, BU, CIS.)

AC 101 Financial Accounting I
AC 102 Financial Accounting II
AC 205 Managerial Accounting
AC 210 Accounting Applications in Excel
BU 101 Introduction to Business
*BU 201 Business Law, or
BU 213 Legal Environment of Business, Government and Society
BU 203 Principles of Marketing
BU 206 Business Statistics
BU 222 Principles of Management
BU 224 Principles of Finance
BU 235 Job-Seeking Techniques
CIS 125 Microcomputer Software I
Seek advice from the Business Administration Department.

Sample Program

First Semester			Credits
AC	101	Financial Accounting I	3
BU	101	Introduction to Business	3
EC	101	Economics I	3
EN	101	Composition I	3
		Humanities and/or Social Science Electives	6
			18

Second Semester			Credits
AC	102	Financial Accounting II	3
CIS	125	Microcomputer Software I	3
EC	102	Economics II	3
EN	102	Composition II	3
MA	109	Pre-Calculus or	
MA	110	Quantitative Mathematics or	
MA	111	Business Calculus	4
			16

Third Semester			Credits
AC	205	Managerial Accounting	3
AC	210	Accounting Applications in Excel	1
BU	201	Business Law or	3
BU	213	Legal Environment of Business, Government and Society	
BU	203	Principles of Marketing	3
BU	222	Principles of Management	3
ENS	106	Public Speaking	3
			16

Fourth Semester			Credits
BU	206	Business Statistics	4
BU	224	Principles of Finance	3
BU	235	Job-Seeking Techniques	1
		College-Level Lab Science	4
		Humanities or Social Science Elective	3
			15

Total Credits for Degree 65