Business Administration

Associate in Science Degree

For continued study toward a bachelor's degree in Business Administration. Prepares for specialization in Accounting, Business Technology, Hotel and Restaurant Management, Public Administration, Finance, Management, Marketing, or other related business studies. Students are strongly encouraged to consult the Business 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 content knowledge through in-class written assignments.
- Analyze a company's financial position after reviewing the contents of Basic Financial Statements.

Hospitality Management Option

For continued study of hospitality management at four-year institutions. However, upon completion of this program, gaining entry-level positions in the hospitality industry is possible.

General Education (32 credits)

EC	101	Economics I
EC	102	Economics II
EN	101	Composition I
EN	102	Composition II
*MA	109	Pre-Calculus or
MA	110	Quantitative Mathematics or
MA	111	Business Calculus
HI	101	Western Civilization I or
HI	102	Western Civilization II
PS	101	Introduction to Psychology
SC	102	Health and Nutrition
SC	102L	Health and Nutrition Lab
		Humanities (6 credits in foreign language)

Business Administration (29 credits)

(A minimum of a "C" grade 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
BU	101	Introduction to Business
BU	203	Marketing
BU	206	Business Statistics
BU	213	Legal Environment of Business, Government, and Society
BU	222	Principles of Management
BU	235	Job-Seeking Techniques
CIS	125	Microcomputer Software I

Hospitality Management (6 credits)

BU	117	Introduction to Hospitality Industry
BU	121	Sanitation and Safety in Food Service Operations

** Seek advice from 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
PS	101	Introduction to Psychology	3
		Foreign Language I	3
			18

Second Semester			Credits
AC	102	Financial Accounting II	3
BU	117	Introduction to Hospitality Management	3
CIS	125	Microcomputer Software I	3
EC	102	Economics II	3
EN	102	Composition II	3
		Foreign Language II	3
			18

Third Semester			Credits
AC	205	Managerial Accounting	3
BU	203	Marketing	3
BU	213	Legal Environment of Business, Government, and Society	3
BU	222	Principles of Management	3
MA	109	Pre-Calculus or	
MA	110	Quantitative Mathematics or	
MA	111	Business Calculus	4
			16

Fourth Semester			Credits
BU	121	Sanitation and Safety in Food Service Operations	3
BU	206	Business Statistics	4
BU	235	Job-Seeking Techniques	1
HI	101	Western Civilization I or	
HI	102	Western Civilization II	3
SC	102	Health and Nutrition	3
SC	102L	Health and Nutrition Lab	1
			15

Total Credits for Degree 67