

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.

Public Administration Option

For continued study in the field of public administration at four-year institutions.

General Education (36 credits)

EC	101	Economics I
EC	102	Economics II
EN	101	Composition I
EN	102	Composition II
EN	103	Business Writing
ENS	106	Public speaking
*MA	109	Pre-Calculus or
MA	110	Quantitative Mathematics or
MA	111	Business Calculus
PL	101	Introduction to Political Science
PL	102	American National Government
PL	104	Introduction to Law

3 credits in Humanities

4 credits Laboratory Science

Business Administration (29 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
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	235	Job-Seeking Techniques
CIS	125	Microcomputer Software I

** Seek advice from the Business Administration Department.*

Sample Program

<i>First Semester</i>			<i>Credits</i>	<i>Third Semester</i>			<i>Credits</i>
AC	101	Financial Accounting I	3	AC	205	Managerial Accounting	3
BU	101	Introduction to Business	3	BU	201	Business Law or	3
EC	101	Economics I	3	BU	213	Legal Environment of Business, Government and Society	3
EN	101	Composition I	3	BU	203	Principles of Marketing	3
PL	101	Introduction to Political Science	3	ENS	106	Public Speaking	3
		Humanities Elective	3	PL	104	Introduction to Law	3
			18				15
<i>Second Semester</i>			<i>Credits</i>	<i>Fourth Semester</i>			<i>Credits</i>
AC	102	Financial Accounting II	3	BU	206	Business Statistics	4
CIS	125	Microcomputer Software I	3	BU	222	Principles of Management	3
EC	102	Economics II	3	BU	235	Job-Seeking Techniques	1
EN	102	Composition II	3	MA	109	Pre-Calculus or	
PL	102	American National Government	3	MA	110	Quantitative Mathematics or	
			15	MA	111	Business Calculus	4
						College-Level Lab Science	4
				EN	103	Business Writing	1
							17
				Total Credits for Degree			65