

# BUSINESS ADMINISTRATION

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The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, supply chain, digital marketing, digital media, and real estate. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care, and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

**The Accounting, Business Administration, and Human Resource degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP).**

**The Business Administration Major** provides a broad base of business and general education course requirements combined with the study of management. The Business Administration Major develops the skills and knowledge necessary to succeed in a modern organization. Students have an opportunity in the second year of their program to select from seven different track specializations including: Accounting, Marketing, Supply Chain Management, Small Business Management, Agriculture Business, ESports Management or Project Management. This allows students to become more specialized in an area of business that is of interest to them. The track specializations also provide an easy pathway for students to be able to double major in other business degrees like Accounting, Human Resources, and Digital Marketing and Media. The Business Administration Major prepares graduates to manage a small organization, assume supervisory positions in a large organization, or start a business as an entrepreneur. Completion of the Business Administration degree is an academic accomplishment that increases employment potential and can be an important steppingstone toward the attainment of a baccalaureate degree. **This associate degree can be earned fully online.**

## Program Learning Outcomes

Upon completion, the student will be able to:

1. Develop knowledge of best practices in the four key managerial functions: 1) planning, 2) organizing, 3) leading, and 4) controlling.
2. Apply team leadership skills needed in an entry-level supervisory position.
3. Develop the ability to be a problem solver utilizing critical thinking skills as they apply to their chosen profession.
4. Prepare written and oral communication in professional formats.
5. Utilize software platforms commonly used in the business administration profession.
6. Apply ethical and professional behavior while working as an individual and as part of a team.


### Technical Standards

See here for details.

Tech Prep Partner  
 See here for details.

## Business Administration Major (Available Fully On-line)

### Associate of Applied Business Degree Structured Course Sequence (4 Semester Plan)

First Year		Hours
<b>First Semester</b>		
COM 1110	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010	Principles of Management	3
MTH 1151	Quantitative Reasoning <sup>1</sup>	3
or MTH 1260	or Statistics	
or MTH 1370	or College Algebra	
SDE 1010	First Year Experience	1
SOC 1010	Sociology	3
<b>Term Hours</b>		<b>16</b>
<b>Second Semester</b>		
ACC 1010	Corporate Accounting Principles	4
BUS 1000	Power Skills for Business Professionals	1
ECN 1430	Microeconomics	3
or ECN 1410	or Macroeconomics	
MGT 2000	Human Resource Management	3
MKT 1010	Principles of Marketing	3
HST 1620	American History Since 1877	3
or POL 1010	or American Government	
<b>Term Hours</b>		<b>17</b>
<b>Second Year</b>		
<b>First Semester</b>		
AOT 2640	Spreadsheet Software and Applications	3
COM 1160	Business Communications	3
MGT 2010	Organizational Behavior	3
Track Electives (see list below)		6
<b>Term Hours</b>		<b>15</b>
<b>Second Semester</b>		
BUS 2100	Business Law	3
BUS 2901	Field Experience (Internship)	1
COM 2110	Public Speaking	3
or COM 2213	or Verbal Judo	
MGT 2490 	Applications in Business Administration	2
Track Electives (see list below)		6
<b>Term Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>63</b>

<sup>1</sup> If planning to transfer, take MTH 1260 or higher.

### Accounting Track (select 12 credit hours from the list below):

Code	Title	Hours
ACC 1020	Managerial Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2

ACC 1121	Payroll Accounting	2
ACC 2010	Intermediate Accounting I	4
ACC 2020	Intermediate Accounting II	4
ACC 2111	Cost Accounting	4

**Marketing Track (select 12 credit hours from the list below):**

Code	Title	Hours
CPT 1210	Introduction to Digital and Emerging Technologies	3
MKT 1610	Customer Service	1
MKT 1620	Public Relations	1
MKT 2000	Digital Marketing and Analytics	3
MKT 2210	Comprehensive Sales Techniques	3
MKT 2300	Social Media Marketing	3

**Supply Chain Management Track (select 12 credit hours from the list below):**

Code	Title	Hours
ACC 1020	Managerial Accounting Principles	4
MGT 2440	Training, Development and Safety	3
or ENV 1300	OSHA Regulations and Safety	
SCM 1100	Supply Chain Management Principles	3
SCM 1200	Logistics and Transportation Management	3
SCM 1300	Purchasing and Negotiation	3

**Small Business Management Track (select 12 credit hours from the list below):**

Code	Title	Hours
ACC 1020	Managerial Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
MGT 1050	Principles of Entrepreneurship	3
MGT 1250	Team Building	3
MKT 1610	Customer Service	1
MKT 1620	Public Relations	1
MKT 2210	Comprehensive Sales Techniques	3
MKT 2300	Social Media Marketing	3
SCM 1300	Purchasing and Negotiation	3

**Agriculture Business Track (select 12 credit hours from the list below):**

Code	Title	Hours
ACC 1050	Accounting Software (QuickBooks)	2
AGR 1000	Introduction to Agriculture	3
AGR 1100	Principles of Agricultural Business Management	3
AGR 1200	Sustainable Agriculture	3
AGR 1300	Principles of Agricultural Marketing and Sales	3
MKT 1610	Customer Service	1
MKT 2300	Social Media Marketing	3

**Project Management Track (select 12 credit hours from the list below):**

Code	Title	Hours
PGM 2004	Project Management Fundamentals 1	4
PGM 2005	Project Management Fundamentals 2	4
PGM 2006	Project Management Applications	4

**Esports Management and Coaching Track (select 12 credit hours from the list below):**

Code	Title	Hours
ESP 1000	Esports Foundations	2
ESP 1050	Health and Wellness Coaching	2
ESP 1100	Principles of Managing an Esports Program	3
ESP 1150	Fundamentals of Coaching	3
ESP 1200	Effective Communication for Coaches	3

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