

# 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, Digital 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 & 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 stepping stone toward the attainment of a baccalaureate degree. **This associate's degree can be earned in the classroom or fully online.**

## Technical Standards

See here for details.

## Tech Prep Partner

See here for details.

## Business Administration Major


(Available Traditional, Online and One Night A Week Format)





### Associate of Applied Business Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year



##### First Semester

	Hours
COM 1110  English Composition	3
CPT 1250 Computer Applications in the Workplace	3
ECN 1430 Micro Economics	3

MGT 1010  Principles of Management	3
	
MTH 1151 Quantitative Reasoning	3
or MTH 1190 or Finite Mathematics/Business	
or MTH 1210 or Mathematics I	
or MTH 1260 or Statistics	
or MTH 1370 or College Algebra	
or MTH 1430 or Trigonometry	
or MTH 1611 or Business Calculus	
or MTH 1711 or Calculus I	
or MTH 1100 or Math of Business	
SDE 1010  First Year Experience	1
	

**Term Hours 16**

#### Second Semester

ACC 1010 Corporate Accounting Principles	4
AOT 2640 Spreadsheet Software and Applications	3
MGT 2000 Human Resource Management	3
MKT 1010  Principles of Marketing	3
	
PSY 1010 General Psychology	3
or SOC 1010 or Sociology	

**Term Hours 16**



#### Second Year

##### First Semester

BUS 2100 Business Law	3
COM 1160 Business Communications	3
MGT 2010 Organizational Behavior	3
Track Electives (see list below)	6

**Term Hours 15**

##### Second Semester

BUS 2991 Internship (Practicum)	1
BUS 2992 Internship (Seminar)	1
COM 2110 Public Speaking	3
or COM 2213 or Verbal Judo	
MGT 2490  Applications in Business Administration	2
	
Any Science or Humanities course elective (see list below).	3
Track Electives (see list below)	6

**Term Hours 16**

**Total Hours 63**

<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
MKT 1610	Customer Service	1
MKT 1620	Public Relations	1
MKT 1630	Mobile Marketing	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
ENV 1300	OSHA Regulations and Safety	3
MGT 2440	Training, Development and Safety	3
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 1020	Managerial Accounting Principles	4
ACC 1050	Accounting Software (QuickBooks)	2
AGR 1000	Introduction to Agriculture	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

**Science and Humanities course electives**

Code	Title	Hours
BIO 1000	Basic Human Structure and Function	3
BIO 1090	Concepts in Biology	4
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BIO 1400	Microbiology	4
BIO 2121	Introduction to Human Genetics	4
CHM 1110	Introductory General Chemistry	4
CHM 1120	Introductory Organic and Biochemistry	4
GLG 1000	Physical Geology	4
GLG 1004	Historical Geology	4
HST 1011	Western Civilization I	3
HST 1012	Western Civilization II	3
HST 1333	World Civilization I	3
HST 1334	World Civilization II	3
HST 1610	American History to 1877	3
HST 1620	American History Since 1877	3
HST 2300	Technology and Civilization	3
HST 2510	History of Latin America	3
HST 2521	Women in World History	3
LIT 1450	Introduction to Film	3
LIT 2210	Introduction to Literature	3
LIT 2215	Native American Literature	3
LIT 2227	Literature of Graphic Novels	3
LIT 2228	African-American Literature	3
LIT 2242	World Literature II	3
LIT 2241	World Literature I	3
LIT 2250	The American Short Story	3
LIT 2260	Fantasy Literature	3
LIT 2301	British Literature I	3
LIT 2305	Introduction to Shakespeare	3
LIT 2310	Literature and the Holocaust	3
LIT 2450	Themes in Literature and Film	3
MUS 1010	Music Appreciation I	3
THR 1010	Introduction to Theatre	3

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