Program Description

The Business Administration Program is designed to train students for employment in various industries that utilize business skills and knowledge. Students who successfully complete this program will have knowledge and skills in such areas as marketing, accounting, computer applications, human resources, leadership, management and administration. Elective classes may be selected from a list of business or computer electives or from a list of courses from marketing or international business. The program consists of courses that require readings, exams, projects and other learning strategies and assessments determined by each instructor to meet course objectives.

Program Objective

Upon completion of the Business Administration Program, students may seek entry-level employment in business, government, or a variety of industries where a range of business skills are needed.

Program Outline

To receive an Associate of Science degree in Business Administration, students must earn 60.0 credit hours. Program requirements are indicated in the following page. Credit hours in parentheses indicate the required number of credit hours in each discipline:
Associate of Science Degree in Business Administration
(60 Credit Hours – Estimated Completion Time: 20 months)

General Education Courses (15.0 Credits Required)

Oral Communications (3.0 Credit hours)
ENGL 100 Language and Speech Communications 3.0 credit hours
ENGL 115 Fundamentals of Public Speaking 3.0 credit hours

Humanities (3.0 Credit hours)
PHIL 102 Legal and Ethical Issues 3.0 credit hours
PHIL 200 Introduction to Philosophy 3.0 credit hours

Mathematics (3.0 Credit hours)
MATH 102 College Algebra 3.0 credit hours

English (3.0 Credit hours)
ENGL 200 English Composition I 3.0 credit hours

Behavioral Science / Social Environment (3.0 Credit hours)
PSY 201 Psychology 3.0 credit hours
SOC 210 Sociology 3.0 credit hours

Business Administration Major Courses (33.0 Credits Required)
ACCTG 101 Accounting I 3.0 credit hours
BUS 101 Introduction to Business 3.0 credit hours
BUS 102 Principles of Management 3.0 credit hours
IB 100 Introduction to International Business 3.0 credit hours
MRKT 101 Principles of Marketing 3.0 credit hours
BUS 224 Organizational Behavior 3.0 credit hours
BUS 223 Human Resource Management 3.0 credit hours
BUS 203 Operations Management 3.0 credit hours
BUS 200 Business Law 3.0 credit hours
ECON 302 Principles of Economics (Microeconomics) 3.0 credit hours
STAT 200 Statistics 3.0 credit hours
CIT 100 Introduction to Computers 3.0 credit hours
CIT 110 Basic Operating Systems 3.0 credit hours

Elective Courses (12.0 Credits Required)
IB 205 International Trade Export / Import 3.0 credit hours
BUS 204 Introduction to Project Management 3.0 credit hours
BUS 201 Strategy Management and Decision Making 3.0 credit hours
MRKT 200 Marketing II 3.0 credit hours
IB 102 International Management 3.0 credit hours
EMPL 101 Employment Skills 3.0 credit hours