

PROGRAM OF STUDY

Business Administration: General Business Associate in Science Degree

A student who completes this degree will be prepared to assume responsibility for an entry or mid-level managerial position in an organization. This degree provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, management, and computer information systems. Multiple options are available including: accounting, administration, entrepreneurship, general business, information systems, management, marketing, logistics & distribution and real estate.

Program Learning Outcomes

At the time of graduation, a student completing the courses of study will be able to:

- interpret the functions of business
- prepare, read, analyze and communicate financial information
- use financial information in decision-making
- understand of the duties of a manager: planning, organizing, directing, and controlling
- understand the fundamental legal concepts and their application to business
- understand basic business computer applications
- utilize written and oral communication skills

Business Administration Core

| | | Units |
|--------|------------------------------|--------------|
| BA5 | Business Communications | 3 |
| BA10 | Introduction to Business | 3 |
| BA33 | Human Relations in Business | 3 |
| ECON1A | Principles of Macroeconomics | 3 |
| ECON1B | Principles of Microeconomics | 3 |
| IS15 | Computer Concepts | 3 |

General Business Option, select 9 units

| | | Units |
|---------|--|--------------|
| ACCTG4A | Financial Accounting | 4 |
| ACCTG4B | Managerial Accounting | 4 |
| ACCTG31 | Computerized Accounting | 3 |
| BA15 | Introduction to Management | 3 |
| BA34 | Fundamentals of Investing | 3 |
| BA38 | Operation of a Small Business | 3 |
| BA52 | Introduction to Entrepreneurship | 3 |
| IS40A | Web Development with HTML | 3 |
| IS60 | Operating Systems | 3 |
| IS62 | Computer Troubleshooting and Maintenance | 2.5 |
| MKTG10 | Marketing | 3 |
| MKTG11 | Salesmanship | 3 |
| MKTG12 | Advertising and Promotion | 3 |

Select one from the following - 1-3 units

| | | Units |
|-------|---------------------------------------|--------------|
| BA19V | Cooperative Work Experience, Business | 1 |
| BA27 | Collegiate Entrepreneurs Organization | 1 |
| BA47 | Careers-Business | 1 |
| BA61 | Field Studies in Business | 3 |

Select one from the following - 4 units

| | | Units |
|---------|----------------------|--------------|
| ACCTG4A | Financial Accounting | 4 |
| ACCTG40 | Applied Accounting | 4 |

Select one from the following - 3-4 units

| | | Units |
|------|---------------------------------|--------------|
| BA39 | Finite Mathematics for Business | 3 |

Total Units

35 - 38

Effective Term: Fall 2018

PID 726