



Associate of Science in Business Administration

Business Operations or Accounting/Finance

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order • clarity • problem solving • organization

There are people out there with the ability to bring order and clarity to chaotic situations. They are always thinking three steps ahead, and can often offer a solution before a question has been asked. Although they don't mind taking risks, they don't necessarily seek the spotlight, but will gladly accept credit when it is due. If this describes you, Business Operations may be the academic major for you!

If you like to work puzzles and solve problems or organize and arrange things in proper order, a career in Accounting/Finance should be considered. Accounting/Finance professionals are detailed oriented, trustworthy, team players known for their integrity.

What can you do with an Associate of Applied Science degree in Business Administration?

The Associate of Applied Science (AAS) in Business Administration is designed for those who plan to enter into the workforce upon completion of the two-year program of study. The focus in the Applied Science program is on building the required skills needed to be successful in the workplace. If you are looking to improve your skills and get a better job, but are not interested in the commitment of a four-year college experience, the AAS might be the option for you. With two options: Accounting and Finance or Business Operations, your future is what you make it!

Do you want to move to a big city or stay in the area? Either way you choose, you can be prepared with the AAS in Business Administration. Your career choices include:

- Customer Service Associate
- Administrative Assistant
- Relationship Banker
- Sales Support Specialist
- Executive Assistant
- Assistant Store Managers
- Store Manager
- Sales Consultant
- Sales Supervisor



Credentials

The AAS in Business Administration can provide training that prepares you for industry recognized certifications in QuickBooks and Project+.

Academic Agreements

Any student who has earned the Associate of Applied Science at ASUMH can be admitted to the Bachelor of Applied Science in Organizational Supervision at ASUJ in either the on-campus or A-State Online program with full junior classification, subject to completing the admission requirements for Arkansas State University.

870-508-6100

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DEGREE PLAN

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

Accounting/Finance or Business Operations Emphasis

General Education Requirements (18 credit hours)

- BUS 1413 Business Math
- BUS 2563 Business Communications OR
SPCH 1203 Oral Communication
- CIS 2503 Microcomputer Business Applications
- ENG 1003 Composition I (must earn a "C" or better)
- ENG 1013 Composition II (must earn a "C" or better)
- ECON 2313 Principles of Macroeconomics

Business Core (25 credit hours)

- ACC 2003 Principles of Accounting I
- BUS 1013 Introduction to Business
- BUS 2103 Human Relations in Business
- BUS 2203 Applied Business Ethics
- BUS 2213 Employment Readiness in Business
- BUS 2833 Principles of Management
- BUS 2841 Business Administration Internship
- BUS 2853 Business Leadership and Decision Making
- CIS 1003 Computerized Office Accounting

Accounting/Finance Emphasis (17 credit hours)

- ACC 2013 Principles of Accounting II
- ACC 2113 Basic Taxation
- BUS 2413 Principles of Banking
- BUS 2422 Accounting/Finance Analysis and Applications
- BUS 2513 Fundamentals of Marketing
- CIS 1403 Spreadsheet Applications

Business Operations Emphasis (Choose 18 hours)

- ACC 2013 Principles of Accounting II
- ACC 2113 Basic Taxation
- BUS 2023 Legal Environment of Business
- BUS 2413 Principles of Banking
- BUS 2423 Accounting/Finance Analysis and Application
- BUS 2513 Fundamentals of Marketing
- BUS 2533 Principles of Sales and Retailing
- BUS 2823 Fundamentals of Small Business Management
- BUS 2843 Project Management
- CIS 1033 Introduction to Computer Programming
- CIS 1053 Computer Essentials
- CIS 1203 Introduction to Computers
- CIS 1403 Spreadsheet Applications
- CIS 1803 Introduction to Digital Photography/Photoshop
- CIS 2413 Word Processing
- CIS 2623 Website Design

