



THE ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. degree are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance from the institution to which they wish to transfer.

ATTENTION STUDENTS: PLEASE SEE CURRENT CATALOG FOR ALL FEES AND CHARGES ASSOCIATED WITH THIS DEGREE.

DEGREE PLAN ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

ACCOUNTING/FINANCE EMPHASIS

Degree Code: 0730 CIP Code: 52.0401

The program is designed for those students seeking a two-year program in business or office management. The Business Operations emphasis teaches the management of resources as well as the steps in starting a new business. The needs for proper financial recordkeeping affects every business. The Accounting/Finance emphasis prepares students for an entry-level career in the financial services industry.

Student Learning Outcomes for Business Administration

The Associate of Applied Science in Business Administration program prepares graduates for entry-level employment and advancement in the business field. Students receive a foundation in business technology and management principles, computer operations, as well as general education. Successful completion of the program should enable students to:

1. Be employable in an entry-level management or business environment.
2. Have a working knowledge of current, legal, ethical, social, financial, and economic environmental factors as they apply to business.
3. Have a working knowledge of computers using software packages to create spreadsheets, written reports, letters, presentations, communications with clients and co-workers, and other general office duties.
4. Be able to apply critical thinking to decision making.
5. Apply basic technical and theoretical aspects of the accounting field, including financial and managerial accounting as well as implement basic accounting software.

Name: _____ Date: _____
 Advisor: _____ Student ID# _____

| <u>COURSE CODE</u> | <u>COURSE NAME</u> | <u>CREDIT HOURS</u> | <u>HOURS COMPLETED</u> |
|---------------------------------------------------------|--------------------------------------------------|---------------------|------------------------|
| General Education Requirements (18 credit hours) | | | |
| BUS 1413 | Business Math or higher-level mathematics course | 3 | _____ |
| BUS 2563 | Business Communications, OR | | |
| COMM 1203 | Oral Communication | 3 | _____ |
| CIS 2503 | Microcomputer Business Applications | 3 | _____ |
| ENG 1003 | Composition I (must earn a "C" or better) | 3 | _____ |
| ENG 1013 | Composition II (must earn a "C" or better) | 3 | _____ |
| ECON 2313 | Principles of Macroeconomics | 3 | _____ |
| Business Core (25 credit hours) | | | |
| ACC 2003 | Principles of Accounting I | 3 | _____ |
| BUS 1013 | Introduction to Business | 3 | _____ |
| BUS 2103 | Human Relations in Business | 3 | _____ |
| BUS 2203 | Applied Business Ethics | 3 | _____ |
| BUS 2213 | Employment Readiness in Business | 3 | _____ |
| BUS 2833 | Principles of Management | 3 | _____ |
| BUS 2841 | Business Administration Internship | 1 | _____ |
| BUS 2853 | Business Leadership and Decision Making | 3 | _____ |
| CIS 1003 | Computerized Office Accounting | 3 | _____ |

| <u>COURSE CODE</u> | | <u>COURSE NAME</u> | <u>CREDIT HOURS</u> | <u>HOURS COMPLETED</u> |
|------------------------------------------------------|------|---------------------------------------------|-------------------------|----------------------------|
| Accounting/Finance Emphasis (17 credit hours) | | | | |
| ACC | 2013 | Principles of Accounting II | 3 | _____ |
| ACC | 2113 | Basic Taxation | 3 | _____ |
| BUS | 2413 | Principles of Banking | 3 | _____ |
| BUS | 2422 | Accounting/Finance Analysis and Application | 3 | _____ |
| BUS | 2513 | Fundamentals of Marketing | 3 | _____ |
| CIS | 1403 | Spreadsheet Applications | 3 | _____ |
| Program Total 60 Hours | | | | |