



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

BUSINESS OPERATIONS 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>
Business Operations Emphasis (Choose Any 18 credit hours)				
ACC	2013	Principles of Accounting II	3	_____
ACC	2113	Basic Taxation	3	_____
BUS	2023	Legal Environment of Business	3	_____
BUS	2413	Principles of Banking	3	_____
BUS	2422	Accounting/Finance Analysis and Application	2	_____
BUS	2513	Fundamentals of Marketing	3	_____
BUS	2533	Principles of Sales and Retailing	3	_____
BUS	2823	Fundamentals of Small Business Management	3	_____
BUS	2843	Project Management	3	_____
CIS	1023	Programming Fundamentals/Logic	3	_____
CIS	1053	Computer Essentials	3	_____
CIS	1203	Introduction to Computers	3	_____
CIS	1403	Spreadsheet Applications	3	_____
CIS/ART	1803	Introduction to Digital Photography/Photoshop	3	_____
CIS	2413	Word Processing	3	_____
CIS/ART	2623	Website Design	3	_____
HOSP	1713	Food and Beverage Operations Management	3	_____
HOSP	2003	Introduction to Tourism Management	3	_____
HOSP	2203	Marketing for Hospitality and Tourism	3	_____
HOSP	2303	Loss Prevention and Security Management	3	_____
Program Total 60 Hours				