



## 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**

**Degree Code: 0730 CIP Code: 52.0401**

The program is designed for those students seeking a two-year program in business or office management. Through careful selection of electives, the Business Administration degree can be customized to meet the individual needs of each student.

#### **Student Learning Outcomes for A.A.S. Business Administration Program**

1. Students completing an Associate of Applied Science degree or technical certificate at ASUMH will have demonstrated employability (soft) skills.
2. Students will apply current, legal, ethical, social, financial, and economic environmental factors as they apply to business.
3. Students will demonstrate the use of spreadsheets, reports, letters, presentations, etc. in an effort to apply critical thinking in decision making.
4. Students will apply accounting and economic principles in decision making.

In addition to these program-specific outcomes, the following general outcomes should apply:

5. Applications of Math and the Natural Sciences appropriate to degree or field of study.
6. Composition and Oral Communication.
7. Evaluation of diverse perspectives and cultures through Arts, Humanities, and Social Sciences.
8. Utilization of technology appropriate to degree or field of study.

Name: \_\_\_\_\_  
Advisor: \_\_\_\_\_

Date: \_\_\_\_\_  
Student ID# \_\_\_\_\_

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>CREDIT HOURS</u>	<u>HOURS COMPLETED</u>
<b>General Education Requirements (18 credit hours)</b>			
BUS 2563	Business Communications, <b>OR</b>		
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	_____
MATH 1113	Applied Math	3	_____
<b>Business Core (27 credit hours)</b>			
ACC 2003	Principles of Accounting I	3	_____
BUS 1002	Financial Literacy	2	_____
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	_____

COURSE CODE      COURSE NAME

CREDIT  
HOURS

HOURS  
COMPLETED

**Directed Electives** (Choose Any 15 credit hours)

Courses taken to satisfy general education and degree requirements cannot be used to fulfill the elective requirement. Choose 15 credit hours from any ACC, BUS, CIS, ECON, HSA, or OTS courses.


**Program Total 60 Hours**