



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 and be aware that they may be required to complete additional lower-division courses to meet specified prerequisite course requirements for their chosen baccalaureate degree program upon Arkansas public university 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.

Program 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.

Students completing the general education core at ASUMH will have demonstrated proficiency in the following skills:

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>
General Education Requirements (18 credit hours)			
BUSI 20103	Business Communications OR		
SPCH 10003	Oral Communication	3	_____
CPSI 26393	Microcomputer Business Applications	3	_____
ENGL 10103	Composition I (must earn a "C" or better)	3	_____
ENGL 10203	Composition II (must earn a "C" or better)	3	_____
ECON 21003	Principles of Macroeconomics	3	_____
MATH 10133	Applied Math	3	_____
Business Core (27 credit hours)			
ACCT 10343	Computerized Office Accounting	3	_____
ACCT 20003	Principles of Accounting I	3	_____
BUSI 10002	Financial Literacy	2	_____
BUSI 10103	Introduction to Business	3	_____
BUSI 12303	Employment Readiness in Business	3	_____
BUSI 15033	Human Relations in Business	3	_____
BUSI 20841	Business Administration Internship OR		
BUSI 20861	Business Capstone Project	1	_____
BUSI 20853	Business Leadership and Decision Making	3	_____
BUSI 21143	Applied Business Ethics	3	_____
BUSI 23333	Principles of Management	3	_____

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>CREDIT HOURS</u>	<u>HOURS COMPLETED</u>
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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 ACCT, BUSI, CPSI, DMPR, ECON, HIMT, ITEC, MKTG, NUTR OR TRDR courses.

Program Total 60 Hours