

<i>Associate in Science</i>
BUSINESS ADMINISTRATION
<i>The Business Administration degree provides a common core of business related courses with a specialty option in an Entrepreneurship, Accounting, Business Information Systems, Hospitality and Tourism, or General Business. It prepares students to start their own small business and/or gain technical and professional skills to obtain employment in various supervisory/entry level management positions in travel and tourism or in business and accounting professions.</i>

CORE REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
ACCT& 201 (OFFAD 107)	Principles of Accounting I	5
ACCT& 202 (BUSAD 240)	Principles of Accounting II	5
ACCT& 203 (BUSAD 243)	Principles of Accounting III	5
BIS 101	Introduction to Business Computing	3
BUS& 101 (BUSAD 101)	Introduction to Business	5
BUS& 201 (BUSAD202)	Business Law	5
BUSAD 102	Business Ethics	3
BUSAD 230	Human Resource Management	5
ECON 100 or ECON& 201 (ECON 201) or ECON& 202 (ECON 202)	Survey of Economic Principles Micro Economics Macro Economics	5
Total		41

SPECIALTY REQUIREMENTS (choose one option)

Option I - Entrepreneurship		
<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 108	Principles of Marketing	5
BUSAD 113	Sales and Promotion	3
BUSAD 278	Small Business Plans	5
BUSAD 255 or 276	Importing/Exporting for Small Business Small Business Finance	2-3
OFFAD 150	Office Procedures	5
Total		20-21

OR

Option II - Accounting			
<i>Department</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
OFFAD	105	Records Management	3
OFFAD	106	Using an Electronic Desk Calculator	2
OFFAD	108	Accounting for Payroll	5
OFFAD	110	Accounting for Accounts Payable, Accounts Receivable and Inventory	5
BUSAD	266 or 267	Small Business Internal Controls and Tax Law Essentials Essentials in Not-for-Profit and Government Accounting	3
BIS	142	Spreadsheets II	5
Total			23

OR

Option III - Business Information Systems		
<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BIS 121	Word Processing I	3
BIS 141	Spreadsheets I	3
BIS 161	Database Management I	3
BIS 122	Business Document Design	5
BIS 142	Spreadsheets II	5
BIS 162	Database Management II	5
BIS 181	Introduction to Presentation Software	3
Total		27

OR

Option IV - General Business		
<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
Any selection of specialty business courses in ACCT, BIS, BUS, BUSAD, or OFFAD to meet the needs of the individual student.		25

OR

Option V – Hospitality and Tourism Business Management		
<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 175	Travel and Tourism Operations	4
BUSAD 176	Catering, Banquet and Food Service Management	4
BUSAD 177	Meeting and Event Planning	4
BUSAD 179	Introduction to Hospitality Management	5
BUSAD 205	Hotel Management and Lodging Systems	5
Total		22

RELATED INSTRUCTION*/GENERAL EDUCATION REQUIREMENTS

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
BUSAD 100 or MATH 111 or	Business Math (CP) Methods for Problem Solving (CP) Any course designated "Q/SR"	5
ENGL& 101 (ENGL 101)	Composition I (CM)	5
BUSAD 140	Business Research & Communication (CM)	3
CMST& 230 (SPCH 110) or CMST 145 (SPCH 145) or	Small Group Communication (HR) Organizational Communication (HR) Any CMST (SPCH) course designated "OC"	3-5
Total		16-18

COOPERATIVE WORK EXPERIENCE/ELECTIVES

<i>Course ID</i>	<i>Course Title</i>	<i>Credits</i>
CO-OP 180	Preparing for Work-based Learning Experience (if needed)	0-1
CO-OP 190	Business Field Work Experience	3-4
Electives	Any courses numbered 100 or above	0-10
Total		5-15

TOTAL CREDITS **90**

Students should plan to complete required English and math courses within their first 30 credits of study.

**CM = Communication, HR = Human Relations, CP = Computation*

Effective Fall 2006 – Revised 7/08

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