

ASSOCIATE IN APPLIED SCIENCE

BUSINESS ADMINISTRATION

(60 hrs. min.)

CIP: 52.0201

School of Business and Applied Technologies, (505) 428-1332

This program is designed for students who wish to obtain or sharpen their basic business administration skills – accounting, marketing, business law, management and office technology – while pursuing course work in their chosen area of concentration (accounting, technology, media arts, etc.). The associate in applied science degree is available with concentrations in accounting, business administration and office technologies.

NOTE: A.A.S. degrees are designed to prepare students for entry-level positions in specific occupations; they are not generally intended to transfer to four-year institutions. For more information on transfer, please refer to Page 34 of this catalog, or speak with an academic adviser.

PROGRAM OUTCOMES

Upon completion of this program, students will be able to:

- Describe the functions and purpose of management in the business environment.
- Read and prepare financial statements.
- Identify the relationship between business and the American legal system.
- Recognize the basic features of economic systems and explain why societies develop such systems.
- Investigate the relationships among ethics, law and social responsibility in organizational decision-making and evaluate organizational performance accordingly.
- Communicate clearly and effectively, both orally and in writing, using appropriate office technologies.

GENERAL EDUCATION REQUIREMENTS: (28 HRS. MIN.)

Communications (9 hrs.)

ENGL 111 Composition and Rhetoric (3)
ENGL 119 Professional Communication (3)
[or]
ENGL 216 Technical Writing (3)
SPCH 111 Public Speaking (3)
[or]
SPCH 225 Small-Group Communication (3)

Math (3 hrs.)

BSAD 112 Business Math (3)
[or]
MATH 119 Applications of Mathematics for Nonscience Majors (3)

Science (4 hrs.)

Social/Behavioral Sciences (3 hrs.)

BSAD 235 Human Relations in the Workplace (3)

Humanities and Fine Arts (3 hrs.)

PHIL 245 Business Ethics (3)

Computers/Technology (4 hrs.)

CITC 111 Computers and Technology (4)
[or]

OFTC 111 Business Software Essentials I (4)

Health, Physical Education and Recreation (HPER) or Dance (2 hrs. min.)

CORE REQUIREMENTS: (18 HRS. MIN.)

ACCT 111	Small Business Accounting (3)
[or]	
ACCT 121	Principles of Accounting I (4) (required for Accounting and Business Administration Concentration)
ACCT 125	Computerized Accounting – QuickBooks (3)
BSAD 111	Introduction to Business (3)
BSAD 211	Principles of Managing (3)
BSAD 232	Business Law I (3)
[or]	
BSAD 233	Business Law II (3)
ECON 200	Principles of Economics – Macroeconomics (3)
[or]	
ECON 201	Principles of Economics – Microeconomics (3)

ACCOUNTING CONCENTRATION: (14 HRS.)

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ACCT 122	Principles of Accounting II (4)
ACCT 124	Payroll Accounting (3)
ACCT 221	Intermediate Accounting I (4)
BSAD 245	Principles of Finance (3)

BUSINESS ADMINISTRATION CONCENTRATION: (15 HRS.)

CIP: 52.0201	
BSAD 232	Business Law I (3)
[or]	
BSAD 233	Business Law II (3)
BSAD 240	Principles of Marketing (3)
BSAD 245	Principles of Finance (3)

Approved electives (6): These courses should be upper-level courses (112 or higher) in Accounting (ACCT), Business Administration (BSAD), Economics (ECON), Office Technologies (OFTC) or related field.

ENTREPRENEURSHIP CONCENTRATION: (15 HRS.)

CIP: 52.0701	
BSAD 119	Entrepreneurship – Planning and Introduction (3)
BSAD 215	Entrepreneurship – E-Commerce (3)
BSAD 221	Entrepreneurship – Business Model (3)
BSAD 222	Entrepreneurship – International (3)

Approved electives (3): These courses should be upper level courses (112 or higher) in Accounting (ACCT), Business Administration (BSAD), Economics (ECON), or related field.

FOCUS AREA CONCENTRATION: (15 HRS.)

CIP: 52.0201
Approved electives (15): These should be related courses in one area of study. For example: computer sciences, fine arts, video production, Web design, etc.

OFFICE MANAGEMENT CONCENTRATION: (15 HRS.)

CIP: 52.0401

All credits earned in the completion of a Certificate in Office Management (focus area in Dental, Medical, Legal or General Office) apply toward the A.A.S. in Business Administration. Students should consult their degree advisor.

Dental Office Focus: (14.75 hrs.)

DAST 133 Practice Management (2)
DAST 193 Dental Assisting Practicum I (2)
EMSI 151L Basic Life Support – CPR (.25)
HLCR 113 Medical Terminology (3)
OFTC 221 Office Information Management (3)
Approved electives (4.5 hrs. min.)

Medical Office Focus (14.75 hrs.)

BIOL 136 Non-Majors Anatomy and Physiology (3)
BIOL 136L Non-Majors Anatomy and Physiology Lab (1)
EMSI 151L Basic Life Support – CPR (.25)
HLCR 113 Medical Terminology (3)
Approved electives (7.5 hrs. min.)

Legal Office Focus: (15 hrs.)

LEGL 111 Introduction to Law (4)
LEGL 112 Introduction to the Paralegal Profession (3)
Approved electives (8 hrs. min)

General Office Focus: (15 hrs.)

CITC 111 Computers and Technology (4)
OFTC 221 Office Information Management (3)
Approved electives (8 hrs. min.)

NOTE: See “College Success Course Requirement” on Page 10.

TOTAL 60 CREDITS MIN.