

Business Administration & Management

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A business administration degree focuses on business management and prepares students to work in the world of commerce.

Generally, business administration coursework includes the principles and application of economics, marketing and planning.

Business administration degree holders work in the management of health care, insurance, real estate and technology, as well as administrative positions in general service and retail businesses.

What will I learn?

- Explore business trends in various historical and cultural contexts
- Articulate strategies for building shared organizational values, attitudes and beliefs
- Recognize the impact of social and emotional intelligence on various business contexts
- Explain ethical principles and core personal values in business decision-making
- Apply change management theories and concepts in various organizational contexts

What can I do with this course of study?

This program has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in business.

Degree and Certificates

Business Management (AAS)

Basic Business Skills - BB1, Certificate of Completion

Business - BU1, Certificate of Completion

Management - MN1, Certificate of Completion

Marketing - MK1, Certificate of Completion

Entrepreneurship - BE1, Certificate of Completion

International Business - IB1, Certificate of Completion

Supervision - SU1, Certificate of Completion

Business Management (AAS) Degree Plan

Semester 1

- ENGL 1301Ω - English Composition I ♦
- BMGT 1301 - Supervision
- BCIS 1305 - Business Computer Applications ♦
- SPCH 1321 - Business and Professional Communication ♦

- HRPO 1311 - Human Relations

Semester 2

- BUSI 1301 - Business Principles
- BMGT 1331 - Production and Operations Management
- HRPO 2301 - Human Resources Management
- BMGT 1307 - Team Building
- Social/Behavioral Sciences/History/Government# Elective

Semester 3

- IBUS 1305Ω - Introduction to International Business and Trade
- MRKG 1311 - Principles of Marketing
- BMGT 1327 - Principles of Management
- BMGT 1325 - Office Management
- Life and Physical Sciences#
- MATH 1324 - Finite Mathematics with Business Applications ♦

Semester 4

- BMGT 1341 - Business Ethics
- BUSI 2301Ω - Business Law
- BUSG 2309 - Small Business Management/Entrepreneurship
- ACNT 1303 - Introduction to Accounting I
- ACNT 1311 - Introduction to Computerized Accounting
- Creative Arts/Language, Philosophy, and Culture# Elective

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

♦ Core curriculum course.

Basic Business Skills - BB1, Certificate of Completion

Semester 1

- ENGL 1301Ω - English Composition I ♦
- ACNT 1303 - Introduction to Accounting I
- ACCT 2401 - Principles of Accounting I - Financial
- BCIS 1305 - Business Computer Applications ♦
- SPCH 1321 - Business and Professional Communication ♦
- POFT 1328 - Business Presentations

Business - BU1, Certificate of Completion

Semester 1

- BUSI 1301 - Business Principles #
- BMGT 1327 - Principles of Management
- BUSI 2301Ω - Business Law

- MRKG 1311 - Principles of Marketing
- BMGT 1331 - Production and Operations Management

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Management - MN1, Certificate of Completion

Semester 1

- BMGT 1301 - Supervision
- BMGT 1327 - Principles of Management#
- BMGT 1307 - Team Building
- HRPO 2301 - Human Resources Management
- HRPO 1311 - Human Relations
- SBS/HIST/GOVT PS

Semester 1

- BMGT 1325 - Office Management
- BMGT 1331 - Production and Operations Management
- BUSG 2309 - Small Business Management/Entrepreneurship
- ACNT 1303 - Introduction to Accounting I
- ACCT 2401 - Principles of Accounting I - Financial

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Marketing - MK1, Certificate of Completion

Semester 1

- MRKG 1311 - Principles of Marketing #
- BUSI 1301 - Business Principles

Semester 2

- IMED 2315 - Web Page Design II
- PSYC 2301 - Introduction to Psychology
- IMED 2309 - Internet Commerce
- BUSI 2301Ω - Business Law
- IBUS 1305Ω - Introduction to International Business and Trade

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Entrepreneurship - BE1, Certificate of Completion

Semester 1

- BMGT 1301 - Supervision
- ACNT 1303 - Introduction to Accounting I
- ACCT 2401 - Principles of Accounting I - Financial
- BUSI 1301 - Business Principles
- IMED 2315 - Web Page Design II
- HRPO 1311 - Human Relations
- MRKG 1311 - Principles of Marketing

Semester 2

- BUSI 2301 Ω - Business Law
- IMED 2309 - Internet Commerce
- IBUS 1305 Ω - Introduction to International Business and Trade
- BUSG 2309 - Small Business Management/Entrepreneurship #

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

International Business - IB1, Certificate of Completion

Semester 1

- BMGT 1327 - Principles of Management
- MRKG 1311 - Principles of Marketing
- IBUS 1305 Ω - Introduction to International Business and Trade #
- SBS/HIST/GOVT PS

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

Supervision - SU1, Certificate of Completion

Semester 1

- BMGT 1301 - Supervision #
- MRKG 1311 - Principles of Marketing
- BMGT 1307 - Team Building

Semester 1

- HRPO 2301 - Human Resources Management
- BMGT 1331 - Production and Operations Management
- BMGT 1325 - Office Management

Students should plan to take the capstone course in their last semester and should speak with their advisor prior to registering for the final semester.

◆ Core curriculum course.

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