

# BUSINESS ADMINISTRATION

*Associate in Applied Science Degree*

## COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
<b>I. GENERAL EDUCATION COURSES</b>				
<b>Communications:</b>				
ENG111 Expository Writing	3	0	0	3
ENG114 Professional Research & Reporting	3	0	0	3
<b>Humanities/Fine Arts: (Select one)</b>				
ART111 Art Appreciation	3	0	0	3
DRA111 Theatre Appreciation	3	0	0	3
HUM121 The Nature of America	3	0	0	3
HUM122 Southern Culture	3	0	0	3
PHI210 History of Philosophy	3	0	0	3
<b>Natural Science/Mathematics: (Select one)</b>				
BIO140 Environmental Biology	3	0	0	3
MAT115 Mathematical Models	2	2	0	3
MAT151 Statistics I	3	0	0	3
MAT161 College Algebra	3	0	0	3
<b>Social/Behavioral Science: (Select one)</b>				
HIS131 American History I	3	0	0	3
POL120 American Government	3	0	0	3
PSY118 Interpersonal Psychology	3	0	0	3
PSY150 General Psychology	3	0	0	3
SOC210 Intro to Sociology	3	0	0	3
<b>II. MAJOR COURSES</b>				
ACC120 Principles of Financial Accounting	3	2	0	4
ACC121 Principles of Managerial Accounting	3	2	0	4
ACC129 Individual Income Taxes	2	2	0	3
ACC140 Payroll Accounting	1	2	0	2

BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS137	Principles of Management	3	0	0	3
BUS217	Employment Law & Regulations	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS260	Business Communications	3	0	0	3
BUS270	Professional Development	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
MKT120	Principles of Marketing	3	0	0	3
OST131	Keyboarding	1	2	0	2

**Economics:** (Select one)

ECO151	Survey of Economics	3	0	0	3
ECO251	Principles of Microeconomics	3	0	0	3
ECO252	Principles of Macroeconomics	3	0	0	3

**Computer:**

CIS111	Basic PC Literacy	1	2	0	2
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**Major Electives:** (Select 4 hours)

ACC130	Business Income Taxes	2	2	0	3
ACC150	Accounting Software Application	1	2	0	2
ACC225	Cost Accounting	3	0	0	3
CIS162	MM Presentation Software	2	2	0	3
COE111	Cooperative Work Experience I	0	0	10	1
COE112	Cooperative Work Experience I	0	0	20	2
COE113	Cooperative Work Experience I	0	0	30	3
DBA110	Database Concepts	2	3	0	3
ISC121	Environmental Health and Safety	3	0	0	3
ISC130	Introduction to Quality Control	3	0	0	3
NOS110	Operating System Concepts	2	3	0	3
OST136	Word Processing	1	2	0	2
SPA111	Elementary Spanish I	3	0	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3

**TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 69**