

# BUSINESS ADMINISTRATION, ASSOCIATE IN APPLIED SCIENCE DEGREE

NMC Code 105

This program prepares students for the challenges of the ever-changing world of business. Specialized courses and liberal arts studies provide students with a foundation needed to pursue careers characterized by technology, constant change, and increasing competition.

The order in which courses are taken is not critical except where prerequisites are involved. Course substitutions may be made only with the approval of the program coordinator or the academic area chair.

Students planning to pursue a four-year degree in Business Administration should follow NMC's degree requirements for the ASA degree and familiarize themselves with the requirements of the school of choice for their bachelor's degree.

Students planning to enter the business world upon completion of a two-year degree should pursue an AAS degree in Business Administration.

## Requirements

### Major Requirements

Course	Title	Credits
<b>General Education Requirements</b>		
ENG 111	English Composition	4
BUS 231	Professional Communications	3
Select one of the following:		
PHL 201	Ethics	3
PHL 202	Contemporary Ethical Dilemmas	
PHL 203	Environmental Ethics	
Math Competency <sup>1</sup>		
Any Group 1 Science course with a lab <sup>2</sup>		4
ECO 201	Principles of Macroeconomics	3
<b>Occupational Specialty Requirements</b>		
ACC 121	Accounting Principles I	4
ACC 123	Accounting Principles II	4
BUS 101	Introduction to Business	3
BUS 105	Business Math	3
BUS 155	Interpersonal Communications	3
BUS 261	Business Law I	3
BUS 290	Business Admin Internship	3
CIT 100	Computers in Business-An Intro	3
CIT 210	Microsoft Office - Excel	3
MGT 241	Principles of Management	3
MGT 251	Human Resources Management	3
MKT 201	Principles of Marketing	3
<b>Directed Electives</b>		
Select any combination of at least 5 credits from the list <sup>3</sup>		5
<b>Total Credits</b>		<b>60</b>

<sup>1</sup> Placement into MTH 111 Intermediate Algebra **or** higher, **or** completion of MTH 100 Quantitative Literacy (requires on-site attendance) **or** higher with a 2.0 or better.

<sup>2</sup> This course might require on-site attendance for the lab portion.

<sup>3</sup> Students intending to transfer to another college should take ENG 112 English Composition.

### Directed Electives

Course	Title	Credits
ACC 223	Cost Accounting	4
ACC 231	Federal Income Tax Problems	3
ACC 241	Principles Fraud Examination	3
CIT 119	Microsoft Office - Word	3
CIT 124	Microsoft Office - PowerPoint	2
CIT 211	Intro to Data Analytics	3
CIT 213	Networking Technologies	4
CIT 216	Computerized Acctg Systems	3
COM 111	Public Speaking	4
ECO 202	Principles of Microeconomics	3
ENG 112	English Composition	4
MKT 208	Digital Marketing	2
MKT 241	Principles of Advertising	3
MTH 111	Intermediate Algebra (Or a higher level math course)	4
MTH 131	Intro to Prob & Stats	3
VCA 150	Digital Graphics Design I	3

### Course Sequence Guide

Course	Title	Credits
<b>Year 1</b>		
<b>Fall</b>		
BUS 101	Introduction to Business	3
BUS 105	Business Math <sup>1</sup>	3
CIT 100	Computers in Business-An Intro	3
ENG 111	English Composition	4
Math competency <sup>2</sup>		
<b>Credits</b>		<b>13</b>
<b>Spring</b>		
BUS 155	Interpersonal Communications	3
CIT 210	Microsoft Office - Excel	3
ECO 201	Principles of Macroeconomics	3
MGT 241	Principles of Management	3
Directed Elective (see list)		3
<b>Credits</b>		<b>15</b>
<b>Year 2</b>		
<b>Fall</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
BUS 231	Professional Communications	3
BUS 261	Business Law I	3
MKT 201	Principles of Marketing	3
Select one of the following:		3
PHL 201	Ethics	

PHL 202	Contemporary Ethical Dilemmas	
PHL 203	Environmental Ethics	
<b>Credits</b>		<b>16</b>
<b>Spring</b>		
ACC 123	Accounting Principles II	4
BUS 290	Business Admin Internship	3
Directed Elective (select a minimum of two credits, see list)		2
MGT 251	Human Resources Management	3
Any Group 1 Science course with lab		4
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>60</b>

<sup>1</sup> It is recommended that BUS 105 Business Math be taken before or concurrently with ACC 121 Accounting Principles I. Both courses require placement into MTH 111 Intermediate Algebra/MTH 011 **or** higher, **or** completion of MTH 100 Quantitative Literacy with a 2.0 or better.

<sup>2</sup> Students must place into MTH 111 Intermediate Algebra **or** higher, **or** completion of MTH 100 Quantitative Literacy **or** higher with a 2.0 or better (4 credits). These credits do not count toward degree requirements.

## Directed Electives

Select any combination for 5 credits:

Course	Title	Credits
ACC 223	Cost Accounting	4
ACC 231	Federal Income Tax Problems	3
ACC 241	Principles Fraud Examination	3
CIT 119	Microsoft Office - Word	3
CIT 124	Microsoft Office - PowerPoint	2
CIT 211	Intro to Data Analytics	3
CIT 213	Networking Technologies	4
CIT 216	Computerized Acctg Systems	3
COM 111	Public Speaking	4
ECO 202	Principles of Microeconomics	3
ENG 112	English Composition	4
MKT 208	Digital Marketing	2
MKT 241	Principles of Advertising	3
MTH 111	Intermediate Algebra (Or a higher level math course)	4
MTH 131	Intro to Prob & Stats	3
VCA 150	Digital Graphics Design I	3