

BUSINESS ADMINISTRATION, ASSOCIATE IN APPLIED SCIENCE DEGREE

Course Sequence Guide

Course	Title	Credits
Year 1		
Fall		
BUS 101	Introduction to Business	3
BUS 105	Business Math ¹	3
CIT 100	Computers in Business-An Intro	3
ENG 111	English Composition	4
Math competency ²		
Credits		13
Spring		
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
Credits		15
Year 2		
Fall		
ACC 121	Accounting Principles I ¹	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	
Credits		16
Spring		
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
Credits		16
Total Credits		60

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	Microsoft Power BI	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

¹ 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.

² 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.