

Business Administration: Accounting

Degree Type

Associate in Applied Science

ASSOCIATE DEGREE IN APPLIED SCIENCE BUSINESS ADMINISTRATION

In today's highly competitive job market, an education that prepares students for work is more important than ever. The Business Administration curriculum is designed to be relevant to today's working world. Students are prepared to fill entry-level positions in industry, restaurants, retail stores and service companies.

The Business Administration program prepares students in the functional areas of a business by incorporating techniques in planning, organizing, leading and controlling. If you choose to work for a business or start a business, the skills acquired in the Business Administration program will prepare you for success in a rapidly changing business environment. There is no limit to opportunities available to graduates with the right mix of leadership, organizational and team-building skills.

In the Business Administration program, you will:

- explore fundamental business, management, and accounting principles.
- learn to apply problem-solving strategies to real-life scenarios.
- analyze the strengths, weaknesses, opportunities and threats faced by companies today.
- implement basic financial planning techniques.
- learn the tools and techniques used in business operations that help owners or managers enhance their companies.

After completing selected business and management courses, students can specialize in either Accounting, Enterprise Management, or Office Management.

Individuals who want to continue their studies will also find options to transfer their credits to a four-year university, either through the general transfer curriculum or through agreements with other schools.

BUSINESS ADMINISTRATION: ACCOUNTING 66 SEMESTER HOURS

Fall I

Course Number	Title	Credits
BAF-101	Personal Finance	3
BUS-101	Introduction to Business	3
CPT-170	Microcomp Applications	3
ENG-101	English Composition	3
MGT-101	Principles of Management	3

[MGT-120](#) may be taken in place of [MGT-101](#).

Spring I

Course Number	Title	Credits
ACC-101	Accounting Principles I	3
LEG-122	Business Law II	3
MKT-135	Customer Service Techniques	3
MGT-206	Management Spreadsheets	3
SPC-205	Public Speaking	3

[ENG-165](#) may be taken in place of [SPC-205](#).

Summer I

Course Number	Title	Credits
ACC-102	Accounting Principles II	3
ACC-116	Practical Accounting Applications I	3
ECO-211	Microeconomics	3
MAT-103	Quantitative Reasoning	3

[ECO-201](#) or [ECO-210](#) may be taken in place of [ECO-211](#).

Fall II

Course Number	Title	Credits
ACC-150	Payroll Accounting	3
ACC-201	Intermediate Accounting I	3
ACC-230	Cost Accounting I	3
ACC-240	Computerized Accounting	3

Spring II

Course Number	Title	Credits
ACC-124	Individual Tax Procedures	3
ACC-202	Intermediate Accounting II	3
MGT-245	Decision Support Systems	3
PHI-110	Ethics	3

Minimum grade of "C" required in all courses.

The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Total Credits	66
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