Associate of Arts in Business Administration

The online associate degree in Business Administration serves as a general introduction to education and business fundamentals and further develops the skills you'll need for an entry-level position in business or government. You'll study basic finance, management, marketing, and leadership concepts while increasing your written communication and computer skills in this online program. You may also apply credits earned in this associate degree toward the completion of a business administration bachelor's degree or related business program.

This associate degree in Business Administration has been designed in consultation with industry business leaders and is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) (http://www.acbsp.org). Skills gained in this program are helpful if you wish to pursue the Microsoft Office Specialist (MOS) Word 2013 certification.

Degree Program Objectives

In addition to the institutional and degree level learning objectives, graduates of this program are expected to achieve these learning outcomes:

- Use skills in oral and written communication as well as mathematics, relevant general education coursework, and specific business knowledge in the basics of accounting, economics, management, and marketing.
- Discuss the basic business principles and operations, including management, marketing, and finance.
- Apply critical thinking, problem solving, and team-building skills in a business management environment.
- Examine basic tools for managing in organizations based on a fundamental knowledge of both individual and organizational behavior.

Degree at a Glance

Code	Title	Semester Hours
General Education Requirements		30
Major Required		18
Final Program Requirements		3
Elective Requirements		9
Total Semester Hours		60

Degree Program Requirements

General Education Requirements (30 semester hours)

Code	Title	Semester Hours
Arts and Humanities (6 semester hours) [1]		
Select 2 courses from the following:		6
ARAB100	Arabic I	
ARAB101	Arabic II	
ARTH200	Art Appreciation	
ARTH241	Film and Literature	
DSIN141	Image Enhancement using Adobe Photoshop	
FREN100	French I	
FREN101	French II	
GERM100	German I	
GERM101	German II	
JAPN100	Introduction to Japanese	
LITR215	Literature of American Encounters, Revolution, and Rebellion	
LITR218	From Abolition to #MeToo: Literature of the American Civil Rights Movement	
LITR222	Pivotal Figures in Early British Literature	
LITR225	British Literature from Wordsworth through the Wasteland	
LITR231	Leadership in World Literature: Antiquity to the Early Modern Period	
LITR233	Literature of the Newly Globalized World: The Individual's Struggle to Adapt	
MUSI200	Music Appreciation	
MUSI250	World Music and Cultures	
PHIL101	Introduction to Philosophy	
PHIL110	Critical Thinking	
PHIL200	Introduction to Ethics	
PHIL202	Philosophy of Science	
PORT100	Introduction to Brazilian Portuguese	
RELS201	Introduction to World Religions	
RUSS100	Russian I	
SPAN100	Spanish I	
SPAN101	Spanish II	
STEM270	Thinking and Acting Ethically	
Civics, Political and Social Sciences (6 semester hours) [1]		
ECON101	Microeconomics	3
Select 1 course from the following:		3

ANTH100	Introduction to Anthropology	
ANTH202	Introduction to Cultural Anthropology	
CHFD220	Human Sexuality	
COMM211	Social Media and Society	
COMM240	Intercultural Communication	
ECON102	Macroeconomics	
ECON201	Microeconomics for Business	
ECON202	Macroeconomics for Business	
EDUC200	Humane Education: A Global Interdisciplinary Perspective	
GEOG101	Introduction to Geography	
HOSP110	Practical Food Safety and Awareness	
IRLS210	International Relations I	
LITR212	Forgotten America--Under Represented Cultures in American Literature	
LITR235	Four Points of the Compass: Culture and Society Around the World	
POLS101	Introduction to Political Science	
POLS210	American Government I	
PSYC101	Introduction to Psychology	
SOCI111	Introduction to Sociology	
SOCI212	Social Problems	
SOCI220	American Popular Culture	
STEM280	Exploring Society and Cultures via Science Fiction	

Communication: Writing, Oral, and Multimedia (9 semester hours)

COMM120	Information and Digital Literacy	3
ENGL110	Making Writing Relevant	3
ENGL226	Effective Business Communication	3

History (3 semester hours)

Select 1 course from the following:		3
HIST101	American History to 1877	
HIST102	American History since 1877	
HIST111	World Civilization before 1650	
HIST112	World Civilization since 1650	
HIST121	Western Civilization before The Thirty Years War	
HIST122	Western Civilization since The Thirty Years War	
HIST221	African-American History before 1877	
HIST222	African-American History since 1877	
HIST223	History of the American Indian	
HIST270	History of Science	
STEM185	The History and Context of STEM	

Mathematics and Applied Reasoning (3 semester hours)

MATH110	College Algebra	3

Natural Sciences (3 semester hours)

Select 1 course from the following:		3
BIOL180	Introduction to Biology	
BIOL181	Introduction to Human Anatomy and Physiology	
CHEM180	Introduction to Chemistry	
ERSC180	Introduction to Meteorology	
ERSC181	Introduction to Geology	
EVSP180	Introduction to Environmental Science	
PHYS180	Introduction to Physics	
SPST180	Introduction to Astronomy	
STEM100	Introduction to STEM Disciplines	

Total Semester Hours	30

1   All literature courses require successful completion of ENGL101 - Proficiency in Writing or ENGL110 - Making Writing Relevant.

Major Required (18 semester hours)

Code	Title	Semester Hours
BUSN100	Basics of Business	3
MGMT101	Principles of Supervision	3
MKTG201	Fundamentals of Marketing	3
ACCT105	Accounting for Non Accounting Majors	3
ITCC200	Application Software Integration	3
BUSN235	Personal Finance	3
Total Semester Hours		18

Final Program Requirement (3 semester hours)

Code	Title	Semester Hours
BUSN299	Applied Business Solutions	3
Total Semester Hours		3

Elective Requirements (9 semester hours)

Code	Title	Semester Hours
Students must complete 9 semester hours comprised of lower (100-200) level courses not taken to fulfill the requirements listed above. Additional general education courses may be taken to fulfill elective requirements.		9
Total Semester Hours		9