

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 may 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.

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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 | 21 |
| | Final Program Requirements | 3 |

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| Elective Requirements | 6 |
| 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 | |
| ARTH240 | Survey of Photography | |
| 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 | |
| MUSI212 | Jazz and Rock | |
| 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 | |
| RELS101 | Introduction to the Study of Religion | |
| RELS201 | Introduction to World Religions | |
| RUSS100 | Russian I | |
| SPAN100 | Spanish I | |

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| 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: | | |
| 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 | |
| RELS250 | Death and Dying | |
| RELS260 | Race & Religion | |
| RELS270 | Hope and Resilience | |
| 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: | | |
| 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 | |

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| 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: | | |
| 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 (21 semester hours)

| Code | Title | Semester Hours |
|----------------------|--------------------------------------|----------------|
| MGMT101 | Principles of Supervision | 3 |
| BUSN100 | Basics of Business | 3 |
| ACCT105 | Accounting for Non Accounting Majors | 3 |
| MKTG201 | Fundamentals of Marketing | 3 |
| ITMG371 | Contemporary Internet Topics | 3 |
| BUSN235 | Personal Finance | 3 |
| BUSN202 | Leading in the Technology Age | 3 |
| Total Semester Hours | | 21 |

Final Program Requirement (3 semester hours)

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

Elective Requirements (6 semester hours)

| Code | Title | Semester Hours |
|-------|---|-------------------|
| | Select any courses comprised of lower (100-200) level courses not already taken to fulfill the requirements listed above. Additional general education courses may be taken to fulfill elective requirements. | 6 |
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| | Total Semester Hours | 6 |