



BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

The Business Administration program provides students with course options for their chosen career field. Students earning a certificate or AAS degree will enter the workforce ready to meet the needs of the workplace.

Classroom activities and projects simulate actual office situations encountered in today's global workplace. Students complete courses designed to develop critical and creative thinking, computation, communication, lifelong-learning, technical, time-management, problem solving, teamwork, and organizational skills. Students use up-to-date computer hardware and software currently used in business and industry.

The job prospects for administrative support professionals continue to grow because these employees provide a service that is vital to the office operation. According to the Bureau of Labor Statistics, overall employment within Business Administrative support is projected to grow 12 percent from 2012-2022. Employment growth will vary by occupational specialty. For information about specific careers in each area of study, visit the O*Net Online website at <http://www.onetonline.org> for detailed job descriptions, education requirements, wages, and employment trend information.

Accounting Support

Prepares students for entry-level careers as bookkeepers, payroll clerks, accounting clerks, accounting assistants, and other office support positions. The U.S. Bureau of Labor Statistics projects that employment of bookkeeping, accounting, and auditing clerks will grow 11 percent from 2012 to 2022. As the number of organizations increases and financial regulations become stricter, there will be greater demand for these workers to maintain books and provide accounting services.

Administrative

Equips office professionals with the skills necessary to respond to the requirements of today's workplace. Students will complete courses designed to develop proficiency in the use of integrated software, analysis and coordination of office duties and systems, business operations, basic accounting, and other courses specific to an office environment.

Management

Equips students who want to enhance their earning potential by having the business skills to move into management or own and operate their own business. Students earning this certificate will enter the workforce ready to meet the needs of the workplace.

Medical Office courses have been absorbed into Accounting and Administrative pathways. Please see advisors for appropriate medical office course options.

PROGRAM OUTCOMES

- Exhibit interpersonal skills in a team setting.
- Create professional employment documents.
- Demonstrate knowledge of operations of a business.
- Utilize the internet research methods to obtain credible information.
- Utilize industry-specific software to develop professional documents, presentations, workbooks, and databases and to enhance productivity.
- Demonstrate knowledge of the ethical frameworks of business.
- Identify and correct common communication problems including awareness of diversity issues which affect the workplace.
- Exhibit ability to effectively communicate, both through oral and written communications.
- Understand and apply principles associated with maintaining good mental and physical health, professionalism in the workplace, work ethic, and personal grooming.
- Create and organize work to be included in a professional portfolio.

ADMISSION REQUIREMENTS

- College Placement Assessment Criteria



B.A. Administrative Course Curriculum

Associates in Applied Science

62 Credit Hours

Suggested Technical Specialty Courses *** Required*

40 Credit Hours

COURSE NO.		COURSE TITLE		CREDITS
ACC 100	** or	Business Accounting	Cert B	3
ACC 120		Financial Accounting		
BUS 111	or	Personal Finance	Cert B	3
BUS 255		Principles of Management		
BUS 120	**	Business English	Cert B	3
BUS 125	**	Business Communication	Cert B	3
BUS 126	**	Introduction to Business		3
BUS 130		Records & Information Management	Cert B	3
BUS 185	**	Business Ethics & Human Relations	Cert B	3
BUS 210		Workstation Management		3
BUS 220		Administrative Procedures	Cert B	3
BUS 290		Business Capstone		1
CIS 100	**	Software Applications	Cert B	3
CIS 116		Spreadsheet Management	Cert B	2
CIS 121		Word Processing	Cert B	2
CIS 126		Database Management	Cert B	2
CIS 155		Integrated Applications		2
EMP 1901		Global Employment Standards		1

Suggested Technical Electives

7 Credit Hours

COURSE NO.	COURSE TITLE	CREDITS
ACC 100	Business Accounting	3
ACC 120	Financial Accounting	3
ACC 125	Computerized Accounting	3
ACC 130	Payroll Accounting	3
ACC 140	Managerial Accounting	3
BUS 199	Business Internship	1-3
CIS 150	Web Page Applications	3
CRT 100	Principles of Information Assurance	1

† Additional Technical Elective listed in [back of catalog](#); see an advisor for more information

General Education Requirements

15 Credit Hours

COURSE NO.	COURSE TITLE	CREDITS
English		3 Required
COM 105	English Composition I	3
Math		3 Required
MAT 110	Intermediate Algebra or higher	3
Additional General Education Courses		9 Required

General education elective list is located on [page 028](#).

Certificate B Requirements

33 Credit Hours

Technical Specialty courses marked with "**Cert B**" & MAT 108 Beginning Algebra or higher