

BUSINESS

A Business AAS offers comprehensive instruction covering basic skills for management, marketing, customer service and sales occupations. Students must successfully complete the general education requirements, the business core requirements, and approved electives. In addition to classroom work, students participate in a cooperative internship program, which incorporates on-the-job work experience. Students may add on specialized certificates to expand their business knowledge in Accounting, Administrative Professional, Computer Application Specialist, or Entrepreneurship.

Required Program of Study for Associate of Applied Science in Business

FRESHMAN YEAR

First Semester	
Course	Credits
BSAD 1000 Human Relations and Ethics* OR	
PSYC 1810 Introduction to Psychology*	3
BSAD 1005 Investing in Strengths	1
BSAD 2540 Principles of Management	3
ENGL 1010 English Composition I*	3
INFO 1100 Microcomputer Applications* OR	
OFFT 1500 Microsoft Office*	3
MATH 1100 Topics and Ideas in Mathematics*	3
	<u>16</u>

Second Semester	
Course	Credits
BSAD 2050 Business Communications	3
BSAD 2160 Customer Service & Business Etiquette	3
BSAD 2520 Principles of Marketing	3
BSAD 2550 Advanced Management	3
ECON 1040 Personal Finance* OR	
ECON 2110 Macroeconomics*	3
	<u>15</u>

Required Summer Coursework

Course	Credits
BSAD 1320 Cooperative Internship	3

*See general education requirements.

**Approved Electives: ACCT 1210 Principles of Accounting II, ACCT 2020 Accounting with QuickBooks, BSAD 2170 Business Statistics, BSAD 2140 Principles of Banking, BSAD 2240 Principles of Insurance, BSAD 2350 Security and Loss Prevention, BSAD 2710 Business Law II, ECON/BSAD 1040 Personal Finance, ECON 2110 Macroeconomics, ECON 2120 Microeconomics, ENTR 1050 Introduction to Entrepreneurship, ENTR 2040 Entrepreneurship Feasibility Study, ENTR 2090 Entrepreneurship Business Plan, INFO 2110 Access Database Applications, OFFT 1090 Microsoft Word I, OFFT 2500 Advanced Office Integration, SOCI 2150 Exploring Unity and Diversity.

SOPHOMORE YEAR

First Semester	
Course	Credits
ACCT 1200 Principles of Accounting I	3
BSAD 2130 Salesmanship	3
BSAD 2250 International Business	3
BSAD 2530 Advanced Marketing	3
SPCH 1010 Fundamentals of Communication* OR	
SPCH 1110 Public Speaking*	3
	<u>15</u>

Second Semester	
Course	Credits
BSAD 1070 Business Math	3
BSAD 2700 Business Law I	3
BSAD 2760 Applied Business Projects	3
Approved Elective**	3
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	<u>15</u>
Total Credit Hours	64