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. Accounting Course Curriculum

Associates in Applied Science   62 Credit Hours

Suggested Technical Specialty Courses •• *Required*   39 Credit Hours

COURSE NO.		COURSE TITLE		CREDITS
ACC 100	•• or	Business Accounting	*Cert B*	3
ACC 120		Financial Accounting	*Cert B*	
ACC 125		Computerized Accounting	*Cert B*	3
ACC 130		Payroll Accounting	*Cert B*	3
ACC 140		Managerial Accounting	*Cert B*	3
ACC 270		Tax Accounting	*Cert B*	3
BUS 111		Personal Finance	*Cert B*	3
BUS 120	••	Business English	*Cert B*	3
BUS 125	••	Business Communication	*Cert B*	3
BUS 126	••	Introduction to Business		3
BUS 185	••	Business Ethics & Human Relations	*Cert B*	3
BUS 290		Business Capstone		1
CIS 100	••	Software Applications	*Cert B*	3
CIS 116		Speadsheet Management		2
CIS 121		Word Processing		2
EMP 1901		Global Employment Standards		1

Suggested Technical Electives   8 Credit Hours

COURSE NO.	COURSE TITLE	CREDITS
ACC 100	Business Accounting	
ACC 120	Financial Accounting	3
BUS 130	Records & Information Management	3
BUS 199	Business Internship	1-3
BUS 210	Workstation Management	3
BUS 220	Administrative Procedures	3
BUS 255	Principles of Management	3
CIS 126	Database Management	2
CIS 150	Web Page Applications	3
CIS 155	Integrated Applications	2
CRT 100	Principles of Information Assurance	1

Ŧ *Additional Technical Elective listed in* <u>back of catalog</u>; *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 <u>page 028</u>.

Certificate B Requirements   36 Credit Hours

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