

Business Administration – Associate of Science

The Associate of Science with an emphasis in Business Administration is a two-year degree for students who intend to transfer to a university upon graduation from NCCC. Upon transfer, chosen majors may include accounting, business administration, computer science information systems, economics, finance, management, and marketing.

Prerequisites

The student will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/ required classes. Some of the courses in this curriculum have specific prerequisites.

General Education (GE) Courses

In order to graduate with a college degree, all students are required to take certain general education courses. These include English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral science.

Program Core Courses

MGMK 101 Intro to Business, CSIS 130 Intro to Computer Information Systems or CSIS 100 Computer Concepts and Applications, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, ECON 200 Microeconomics, and ECON 201 Macroeconomics.

Program Elective Courses

BUSI 114 Business Law, MGMK 136 Marketing, MGMK 147 Intro to Management or MGMK 105 Small Business Management, and BUSI 118 Business Communications.

Important Note: Students should contact transfer institutions of their choice to determine if these courses transfer directly as a degree requirement or as elective credit.

Program Outcomes

1. Display adequate human relation skills and recognize the relationship to customer service, employee relations, teamwork, and productivity.
2. Recognize the importance of attendance and personal appearance in achieving organizational and career goals.
3. Demonstrate the proper use of different forms of electronic communications.
4. Display a set of personal and business standards/values that are socially acceptable in regard to family, work, and diverse cultural situations.
5. Demonstrate a basic knowledge of marketing.
6. Demonstrate the use of basic accounting terminology, principles, and practices involving business situations.
7. Prepare and evaluate basic external financial statements, including an income statement, balance sheet, and statement of cash flows.
8. Discuss the basic principles and problems of economics.
9. Describe the function of money, money development, and operations of the money and banking system.
10. Utilize computer application software.

Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. The student should consult with an advisor for information specific to their academic situation. Transfer students should follow the requirements of the institution to which they wish to transfer. Students should contact the transfer institution of their choice to determine transferability of courses.

Business Administration – Associate of Science Recommended Sequence of Courses

		Cr Hrs
(Fall) Semester I		
MGMK 101	Intro to Business* or Transfer Course	3
ACCT 108	College Accounting* (if no previous accounting) or Transfer Course	3
CSIS 100/130	Computer Concepts and Applications or Intro to Computer Information Systems	3
ENGL 101	English Composition I	3
COMM 207	Fundamentals of Speech	3
PSYC 100	First Year Seminar	1
Total		16
(Spring) Semester II		
ACCT 201	Financial Accounting I	3
ENGL 289	English Composition II	3
MATH 113	College Algebra or higher level math	3
PSYC 155	General Psychology	3
HPER 150	Lifetime Fitness	1
	Arts and Humanities Approved Course	3
Total		16
(Fall) Semester III		
ECON 200	Microeconomics	3
	Biological Science with Lab	5
	Social Science Approved Course	3
	Arts and Humanities Approved Course	3
	Transfer Courses	4
Total		18
(Spring) Semester IV		
ACCT 202	Managerial Accounting	3
ECON 201	Macroeconomics	3
	Arts and Humanities Approved Course	3
MATH 143	Elementary Statistics or Transfer Course	3
	Physical Science with Lab	5
Total		17
Total Program Credits		67

*Course may not be required for business degrees at Kansas Regents' universities. Students should determine transfer institution requirements.

For more information contact:

Program Advisors

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