

# BUSINESS ADMINISTRATION

## Associate in Applied Science

This program is designed for students who want to develop administrative management skills for a career in business. In addition to building general business proficiency, students are prepared for occupations in management, supervision, or marketing. Satisfactory completion of this program will provide an adequate level of competency for entry-level positions in various organizational structures, including for-profit and not-for-profit organizations.

### Admission to the Program: Open First-Time Enrollees

1. Complete an application for admission and, if desired, apply for financial aid.
2. Send an official high school transcript or GED score report to the Admissions and Records Office.
3. Complete the placement exam.
4. Meet with an advisor/counselor to select classes and complete the registration process.

### Department of Social & Business Sciences

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5299

### For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu (admissions@sandburg.edu)

### For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

## Associate in Applied Science

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
ACC.101	Principles of Financial Accounting	3
BUS.100	Introduction to Business	3
BOC.107 or ICT.110	Tech Skills for Business Environment or Computer Software Applications	3
ENG.101	Freshman Composition 1	3
MAT.099 or MAT.130 or MAT.131	Intermediate Algebra or College Algebra or Finite Mathematics	4
<b>Spring Semester</b>		
ACC.102	Principles of Managerial Accounting	3
BUS.201	Management Fundamentals	3
ENG.102	Freshman Composition 2	3
BUS.101	Marketing Fundamentals	3
BOC.120	Customer Service	2
BUS.114	Skills for Business Careers	1

### Second Year

#### Fall Semester

BOC.102	Business Communications	3
ECO.201 or ECO.101	Principles of Macro Economics or Introduction to Economics	3
PSY.204	Social Psychology	3
SPE.110 or SPE.120	Interpersonal Communication or Introduction to Public Speaking	3
BUS.212	Human Resource Management	3

#### Spring Semester

BLA.202	Business Law	3
BUS.206	Principles of Finance	3
BUS.112	Supervision Fundamentals	3
BUS.208	Marketing Promotion	3
ECO.202 or BUS.291 or BUS.292	Principles of Micro Economics or Professional Internship 1 or Professional Internship 2	3

Total Semester Hours 61

Other courses could be used upon the approval of the program coordinator or the supervising Dean/Associate Dean.

### Lara Roemer

Associate Dean of Social and Business Sciences  
Instructor, history/political science  
Advisor, Phi Theta Kappa

### Williams, Keith W

Instructor, Economics/Business Administration  
Coordinator, Business Programs