

# 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<br>or ICT.110                     | Tech Skills for Business Environment<br>or Computer Software Applications | 3              |
| ENG.101                                   | Freshman Composition 1  | 3              |
| MAT.099<br>or<br>MAT.130<br>or<br>MAT.131 | Intermediate Algebra<br>or College Algebra<br>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  |
| <b>Second Year</b>                  |   |    |
| <b>Fall Semester</b>                |   |    |
| BOC.102                             | Business Communications   | 3  |
| ECO.201<br>or ECO.101               | Principles of Macro Economics<br>or Introduction to Economics                                 | 3  |
| PSY.204                             | Social Psychology   | 3  |
| SPE.110<br>or SPE.120               | Interpersonal Communication<br>or Introduction to Public Speaking                             | 3  |
| BUS.212                             | Human Resources Management  | 3  |
| <b>Spring Semester</b>              |   |    |
| BLA.202                             | Business Law  | 3  |
| BUS.206                             | Principles of Finance   | 3  |
| BUS.112                             | Supervision Fundamentals  | 3  |
| BUS.208                             | Marketing Promotion   | 3  |
| ECO.202<br>or BUS.291<br>or BUS.292 | Principles of Micro Economics<br>or Professional Internship 1<br>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.

### Roemer, Lara

instructor, history/political science  
associate dean of social & business sciences  
advisor, Phi Theta kappa

### Williams, Keith W

instructor, economics/business administration  
coordinator, business programs