

# Associate of Applied Science: Business Administration

## with coursework emphasis in Accounting or Management

Note: Transcribed as Associate of Applied Science degree in Business Administration

AAS Degree Requirements (11 Credits)		
Prefix	Course Title	Credits
MTH 70	Introductory Algebra (with stipulation*)	(4)
CG 100	College Survival & Success	3
WR 121	English Composition	4
COMM 111 or COMM 140	Public Speaking  Intro to Intercultural Communication	4
Total Credits		11

\*MTH 70 meets the basic foundational requirement for all AAS degrees; it does not count toward your total credit hours.

Note: TBCC mathematics requirements have changed as of fall 2016. Student with mathematics completion prior to fall 2016 should consult a TBCC Advisor for information on fulfilling this requirement.

General Education Requirements (8 credits)		
Arts & Letters - 1 course (pp. 69-70)		
Prefix	Course Title	Credits
Science, Math, Computer Science - 1 course (p. 72)		
Prefix	Course Title	Credits
Total Credits		8

MTH & WR courses must be passed with a "C" or better.

Maximum of three credits of PE allowed for an AAS degree.

Business Administration Core Requirements (53 credits)		
Prefix	Course Title	Credits
BA 101	Intro to Business	4
BA 111	Intro to Accounting	3
BA 131	Intro to Business Technology	4
BA 205	Business Communications	4
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 213	Managerial Accounting	4
BA 226	Business Law I	4
BA 277	Business Ethics	4
BA 280	Coop Ed: Business Experience	3
BA 285	Human Relations in Organizations	3
BA 290	Business Seminar	3
CAS 121 or CAS 122	Beginning Keyboarding  Keyboarding for Speed & Accuracy	3
CAS 133	Basic Computer Skills	4
EC 201 or EC 202	Principles of Microeconomics  Principles of Macroeconomics	4
Total Credits		53

Degree Information		
Category	Credits	
AAS Degree Requirements	11	
Business Admin Core Requirements	53	
*Accounting Emphasis	(18)	
*Management Emphasis	or (19)	
General Education Requirements	8	
Total Credits for Degree		90-91

*Accounting Emphasis		
Prefix	Course Title	Credits
BA 177	Payroll Accounting	3
BA 222	Financial Management	3
BA 228	(Quickbooks): Computer Accounting Applications	3
BA 256	Income Tax	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
Total Credits		18

OR

*Management Emphasis		
Prefix	Course Title	Credits
BA 206	Management Fundamentals	3
BA 223	Principles of Marketing Management	4
BA 224	Human Resource Management	3
BA 250	Small Business Management	3
CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3
Total Credits		19

\*Students earning an Associate of Applied Science: Business Administration degree must complete all the courses in either the *Accounting Emphasis* or the *Management Emphasis*.