ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

Description and Outcomes

The objective of the Associate of Applied Science in Business Administration program is to prepare you with the knowledge, technical skills, and work habits to pursue positions in a variety of business fields. The curriculum is designed to provide a solid foundation in management and helps you develop teamwork and leadership skills as well as the ability to motivate people and communicate effectively. Decision-making and problem solving skills are also emphasized.

Concentrations

You will personalize your degree in business administration by choosing a concentration. Concentrations allow you to concentrate on your career interests.

Program Length

The Associate of Applied Science in Business Administration program consists of a minimum of 90 quarter credit hours. Upon successful completion of the program, you will be awarded an associate of applied science degree.

Program Outcomes

Discipline-Specific Outcomes

1. Regulations: Recognize the impact of state and federal laws and regulations on business.
2. Management: Define the various tasks and responsibilities of managers in organizations.
3. Marketing: Discuss marketing principles used in business strategies.
4. Technology: Use technology and software applications appropriate to business environments.
5. Business Principles: Apply basic economic, finance, and accounting principles to organizational environments.
6. Career Skills: Analyze career skills in the field of business and management.

General Education Literacies and Professional Competencies

In addition to the discipline-specific outcomes, general education literacies and professional competencies are integrated throughout your academic program. You can review the general education literacies and professional competencies associated with your academic program in the General Education and Professional Competency Requirements (https://catalog.purdueglobal.edu/undergraduate/general-education-professional-competency-requirements/) section of this Catalog.

Program Availability

For program availability, please refer to the U.S. State and Other Approvals (https://catalog.purdueglobal.edu/policy-information/university-information/accreditation-approvals-memberships/) section and Program Availability Information (https://www.purdueglobal.edu/catalog-program-availability-info.pdf).

Policies

Certification, State Board, and National Board Exams

Certification and licensure boards have state-specific educational requirements for programs that lead to a license or certification that is a precondition for employment. Prospective and current students must review Purdue Global's State Licensure and Certifications (https://www.purdueglobal.edu/about/accreditation/licensure-state-authorizations/) site to view program and state-specific licensure information.

Licensure-track programs may limit enrollment to students in certain states; please see Purdue Global's Program Availability Information (https://www.purdueglobal.edu/catalog-program-availability-info.pdf) to determine enrollment eligibility.

You are responsible for understanding the requirements of optional certification exams. Such requirements may change during the course of your program. You are not automatically certified in any way upon program completion. Although certain programs are designed to prepare you to take various optional certification exams, Purdue Global cannot guarantee you will be eligible to take these exams or become certified. Your eligibility may depend on your work experience, completion of education and/or degree requirements, not having a criminal record, and meeting other certification requirements.

Degree Plan

The 🌐 icon appears in the title of traditional courses that are also available as a set of module courses. Module course availability may be limited to certain academic calendars. See Course Types *(https://catalog.purdueglobal.edu/policy-information/university-information/approach-to-learning/) for information about module courses.*

Program Requirements

Code	Title	Credits
Core Requirements		
CM107	🌐 College Composition I	5
CM220	🌐 College Composition II	5
100/200 Level	Mathematics Requirement [1]	5
Total Core Requirements		15
Major Requirements		
AC114	🌐 Accounting I	5
AC116	🌐 Accounting II	5
BU224	🌐 Microeconomics	5
CS113	🌐 Academic Strategies for the Business Professional	5
MM255	🌐 Business Math and Statistical Measures	5
MT106	Foundations for Success in Business and Management Careers	5
MT140	🌐 Introduction to Management	5
MT217	🌐 Finance	5
MT219	🌐 Marketing	5
100/200 Level	Concentration Courses (see below)	20
MT299	Associate's Capstone in Management	5
Total Major Requirements		70

Open Elective Requirements

Open Electives	5
TOTAL CREDITS	**90**

[1] For options to fulfill this requirement, see the corresponding literacy in General Education and Professional Competency Requirements (https://catalog.purdueglobal.edu/undergraduate/general-education-professional-competency-requirements/).

Concentration Requirements

Concentration courses are completed within the major electives requirement of the degree plan.

Students in this program are required to select a concentration.

Business

Code	Title	Credits
AC256	Federal Tax	5
BU204	🌐 Macroeconomics	5
IT133	🌐 Microsoft Office Applications on Demand	5
MT209 or MT220	Small Business Management 🌐 Global Business	5
TOTAL CREDITS		**20**

Customer Service

Code	Title	Credits
CM206	Interpersonal Communication	5
CM214	Public Speaking for the Professional	5
MT202	Building Customer Sales and Loyalty	5
MT221	Customer Service	5
TOTAL CREDITS		**20**

Entrepreneurship

Code	Title	Credits
MT202	Building Customer Sales and Loyalty	5
MT207	Starting a Business	5
MT209	Small Business Management	5
MT221	Customer Service	5
TOTAL CREDITS		**20**

Hospitality and Tourism Services

Code	Title	Credits
TH116	Introduction to Hospitality, Event Management, and Tourism	5
TH230	Foundations of Conference and Event Planning	5
TH270	International Event Planning	5
Select one of the following:		5
TH201	Food Entrepreneurship	
TH206	Hotel Management and Operations	
TH213	Food and Beverage Management	
TOTAL CREDITS		**20**

Information Processing

Code	Title	Credits
CM115	Communication - Concepts and Skills	5
IT133	🌐 Microsoft Office Applications on Demand	5
IT153	🌐 Spreadsheet Applications	5
IT163	🌐 Database Concepts Using Microsoft Access	5
TOTAL CREDITS		**20**

Office Management

Code	Title	Credits
CM206	Interpersonal Communication	5
IT133	🌐 Microsoft Office Applications on Demand	5
MT221	Customer Service	5
TH230	Foundations of Conference and Event Planning	5
TOTAL CREDITS		**20**

Retail Management

Code	Title	Credits
MT102	Principles of Retailing	5
MT202	Building Customer Sales and Loyalty	5
MT209	Small Business Management	5
MT221	Customer Service	5
TOTAL CREDITS		**20**

Sales

Code	Title	Credits
CM206	Interpersonal Communication	5
CM214	Public Speaking for the Professional	5
IT133	🌐 Microsoft Office Applications on Demand	5
MT221	Customer Service	5
TOTAL CREDITS		**20**

Small Business Management

Code	Title	Credits
AC122	Payroll Accounting	5
IT133	🌐 Microsoft Office Applications on Demand	5
MT209 or MT220	Small Business Management 🌐 Global Business	5
MT221	Customer Service	5
TOTAL CREDITS		**20**

Small Group Management

Code	Title	Credits
CM206	Interpersonal Communication	5
MT203	🌐 Human Resource Management	5
MT260	Group and Organization Dynamics	5

MT262	Leading Global Teams	5
TOTAL CREDITS		**20**

Sport Entertainment Management

Code	Title	Credits
MT240	Sport in Society	5
MT241	Sport Analytics	5
MT242	Managing Sport Programs	5
MT243	Sport Sponsorships and Sales	5
TOTAL CREDITS		**20**