

## Business Administration - AAS

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### ***Related Programs:***

Business Administration AAS  
Business Office Professional Certificate  
Office Technology Certificate  
Business Administration Office Management Diploma  
Business Administration Office Management AAS  
Legal Office Professional Certificate  
Business Administration Legal Office Management AAS

The Business Administration program is intended for those students who wish to specialize in Business.

The Business Professionals of America is an organization for students in the Business Administration program. This organization provides students with leadership training, field trips, and competitive opportunities with other clubs throughout Iowa and the United States.

### **Where will this take me?**

Business Manager  
Department Manager  
Marketing, Advertising & Public Relations Manager  
Merchandise Manager  
Retail Manager  
Supervisor

### **Instructor and Staff**

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MA, University of Iowa

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BA, Buena Vista University  
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MBA, Upper Iowa University

*Southeastern Community College values diversity in all its forms. Please visit <https://www.scciowa.edu/non-discrimination-statement.aspx> to view our non-discrimination statement.*

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>*

**West Burlington campus and/or online (Keokuk campus offers select courses)**

**Program Requirements**

Fall Semester I		Credit
BUS-102	INTRODUCTION TO BUSINESS	3
CSC-110	INTRODUCTION TO COMPUTERS	3
ENG-105	COMPOSITION I	3
ENG-131	BUSINESS ENGLISH	3

**Take 1 of these courses:**

PSY-111	INTRODUCTION TO PSYCHOLOGY	3
SOC-110	INTRODUCTION TO SOCIOLOGY	3
Semester Total.....		15

Spring Semester I		Credit
ACC-142	FINANCIAL ACCOUNTING	3
BUS-121	BUSINESS COMMUNICATIONS	3
BUS-180	BUSINESS ETHICS	3
MGT-130	PRINCIPLES OF SUPERVISION	3
MKT-110	PRINCIPLES OF MARKETING	3
Semester Total.....		15

Fall Semester II		Credit
BUS-185	BUSINESS LAW I	3
ECN-130	PRINCIPLES OF MICROECONOMICS	3
MAT-156	STATISTICS	3
MGT-101	PRINCIPLES OF MANAGEMENT	3
SPC-112	PUBLIC SPEAKING	3

**Take 1 of these courses:**

MKT-140	PRINCIPLES OF SELLING	3
MKT-150	PRINCIPLES OF ADVERTISING	3
Semester Total.....		18

Spring Semester II		Credit
ACC-146	MANAGERIAL ACCOUNTING	3
BUS-936	BUSINESS CAPSTONE (ONLINE)	1
ECN-120	PRINCIPLES OF MACROECONOMICS	3
FIN-130	PRINCIPLES OF FINANCE (ONLINE)	3
HUM-287	LEADERSHIP DEVELOPMENT STUDIES	3
MGT-170	HUMAN RESOURCE MANAGEMENT	3
Semester Total.....		16

Program Total.....		64
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