

## Program Information

---

The Business Administration program is made for students who wish to specialize in business, legal office, entrepreneurial, or sport management careers. Each emphasis is supported by coursework that offers skills and hands-on training in the chosen field. Topics include leadership, teamwork, communication, accounting practices, social media, event management, and developing your professional image.

### BUSINESS OFFICE MANAGEMENT

The Business Office Management emphasis provides a strong foundation of business-focused skills. This program prepares students to be the doers, thinkers, organizers, and managers of businesses everywhere. Students complete an internship in which they experience on-site business skills and culture while building a network of professionals to start their business careers.

### LEGAL OFFICE MANAGEMENT

The Legal Office Management emphasis provides a strong foundation of legal experiences through specific coursework. This program prepares students to be leaders in the legal office by assisting attorneys and participating in case preparation. Students complete an internship in which they experience on-site legal skills and the exciting culture of the law environment.

### SPORT MANAGEMENT

The Sport Management emphasis of the Business Administration Associate of Applied Science degree will provide students with the training necessary for one of many careers in the rapidly growing sport and recreation industry. This program will prepare students to work with professional teams, marketing firms, finances, colleges and universities, community recreation departments, health clubs and fitness centers. Students will complete an internship where students will experience the sport industry firsthand through engaging with these work-based learning opportunities. Students will be placed with local, regional, or national organizations within the sport industry and gain real world experience to apply to their future careers.

### ENTREPRENEURSHIP

The Entrepreneurship emphasis of the Business Administration AAS includes courses that will expose students to the foundations of entrepreneurship. Entrepreneurship is the engine that drives the US economy, and every business was started by an entrepreneur. Whether your goal is to start a restaurant, accounting firm, or the next big on line social media blockbuster, this program is for you. Learn what it takes to be an entrepreneur, how to finance your startup, develop your business plan and increase your chances for success.

### OFFICE SUPPORT CERTIFICATE

The Office Support certificate provides an entry-level skill set related to the functions of an office setting. Students will learn keyboarding skills and business procedures that are critical to a career in business. Students will job shadow in various business settings to gain exposure to the real opportunities available.

### OFFICE TECHNOLOGY CERTIFICATE

The Office Technology certificate provides exposure to commonly used office devices, methods, and software programs. Students will get hands-on training using simulated projects in the classroom or online.

### LEGAL OFFICE SUPPORT CERTIFICATE

The Legal Office Support certificate is a way to showcase your ability to work in the legal environment. Earn this certificate to enhance your current office skills or add it to your Business Office Management degree to expand your opportunities.

### OFFICE ASSISTANT DIPLOMA

The Office Assistant diploma includes the basics of business and office work. After completing this diploma, students can continue directly into the Business Office Management or Legal Office Management degree program.

## MANAGEMENT AND LEADERSHIP DEVELOPMENT CERTIFICATE

This certificate includes a series of courses designed to grow skills in management and leadership. Students learn to cooperate with teams and lead projects as well as learn what it takes to manage people and procedures in a small business.

## SELLING STRATEGIES CERTIFICATE

This certificate includes coursework to help students gain confidence in sales and marketing. Ethics are emphasized throughout.

## SMALL BUSINESS STARTUP CERTIFICATE

This certificate provides students with a starting point for starting a small business. Marketing, online business, and statistics about small-business success are covered.

## **Instructor and Staff**

# Business Administration AAS

## Program Requirements

---

|                     |        |
|---------------------|--------|
| Fall Semester I     | Credit |
| CSC-110             |        |
| Semester Total..... | 12-13  |
| Spring Semester I   | Credit |
| HUM-287             |        |
| Semester Total..... | 12     |
| Fall Semester II    | Credit |
| SOC-114             |        |
| ADM-188             |        |
| SMM-108             |        |
| Semester Total..... | 7-9    |
| Spring Semester II  | Credit |
| Semester Total..... | 13-16  |
| Program Total.....  | 44-50  |