

Business Administration - AAS

West Burlington Campus, Online, and select courses available at the Keokuk Campus

Related programs:

[Business Administration: Office Technology Certificate](#)

[Business Administration: Office Support Certificate](#)

[Business Administration: Office Professional Diploma](#)

[Business Administration: AAS](#)

The Business Administration program is designed for students who wish to specialize in business, entrepreneurial, or sport management careers. Choose from four pathways: Business Office Management, Entrepreneurship, Legal Office Management, or Sport Management. Each pathway is supported by coursework that offers skills and hands-on training in the chosen field. Topics include leadership, teamwork, communication, social media, event management, and developing your professional image.

Diploma and certificate options are available and can be earned separately or in conjunction with this AAS degree. You also have the opportunity to participate in Business Professionals of America with the chance to attend state and national conferences.

[Office Technology certificate](#) awarded after ADM- 103, ADM-117, ADM-181, SMM-108.

[Office Support certificate](#) awarded after CSC-110, ADM-117, ADM-120, or ESL-105, ADM-162, ADM-181 or ESL-102, ADM-230 or ESL-108, WBL-155.

Office Professional diploma awarded after completion of all courses listed in Fall I and Spring I of [Business Office Management](#) or [Legal Office Management](#) pathway.

[Management & Leadership Development certificate](#) awarded after ADM-188, MGT-110, MGT-170, SOC-114.

[Selling Strategies certificate](#) awarded after MKT-110, BUS-180, MKT-140, SMM-108.

[Small Business Startup certificate](#) awarded after BUS-141, MKT-110, BUS-150, SMM-108.

*Certificates and diploma can only be earned one time.

Instructor and Staff

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Program Requirements

Fall Semester I	Credit	Fall Semester II	Credit
CSC-110 Introduction to Computers	3	Option 1: Take ADM-120 and BUS-119	
Take WBL-155 as 1 Credit:		Option 2: Take ACC-142 and ECN-130:	
WBL-155 Job Shadowing: Job Shadowing: Business, Finance, Marketing, and Management	1-2	ADM-120 Advanced Document Production	3
Take 1 of 2 courses:		BUS-119 Entrepreneurial Mindset	1
ADM-162 Office Procedures	3	ACC-142 Financial Accounting	3
BUS-102 Introduction to Business	3	ECN-130 Principles of Microeconomics	3
Take 1 of 2 courses:		Semester Total.....	16-19
ENG-131 Business English	3	Spring Semester II	Credit
ENG-105 Composition I	3	Take 1 of 3 courses:	
Take 1 of 4 courses:		ADM-172 Remote Office Management	3
MAT-712 Business Math	3	ACC-146 Managerial Accounting	3
MAT-110 Math for Liberal Arts	3	BUS-185 Business Law I	3
MAT-120 College Algebra	3	Take BUS-290 and BUS-932 or MGT-170:	
MAT-156 Statistics	3	BUS-290 Employment Search/Workplace Success	1
Take 1 of 3 courses:		BUS-932 Business Internship	3
ADM-103 Office Technology	2	MGT-170 Human Resource Management	3
SPT-101 Introduction to Sport Management	3	Take 1 of 3 courses:	
BUS-130 Introduction to Entrepreneurship	3	ADM-230 Integrated Office Projects	3
Semester Total.....	15-16	ECN-120 Principles of Macroeconomics	3
Spring Semester I	Credit	MKT-140 Principles of Selling	3
HUM-287 Leadership Development Studies	3	Take 1 of 3 courses:	
Take 1 of 4 Courses:		BCA-152 Comprehensive Spreadsheets	3
ADM-117 Keyboarding and Document Production	3	SPT-102 Contemporary Issues in Sport	3
MGT-101 Principles of Management	3	BUS-150 E-Commerce	3
MKT-150 Principles of Advertising	3	Take 1 of 3 courses:	
BUS-124 Business Innovation	3	ADM-297 Certification Preparation	1
Take 1 of 3 courses:		SPT-108 Sport Program Administration	3
ADM-181 Records and Database Management	3	BUS-141 Small Business Start-up	3
SPT-109 Safety and Risk Management	3	Semester Total.....	13-16
MGT-110 Small Business Management	3	Program Total.....	59-68
Option 1: Take ADM-180 or LGL-173 and ADM-198			
Option 2: Take SPT-107 or BUS-180:			
ADM-180 Administrative Management	3		
LGL-173 Legal Assistant Litigation	3		
ADM-198 Legal Terminology	2		
SPT-107 Sport Promotion and Marketing	3		
BUS-180 Business Ethics	3		
Take 1 of 3 courses:			
ACC-102 Workplace Accounting	3		
MKT-110 Principles of Marketing	3		
MGT-170 Human Resource Management	3		
Semester Total.....	15-17		
Fall Semester II	Credit		
SOC-114 Conflict Resolution in the Workplace	3		
ADM-188 Project and Event Management	3		
Take 1 of 2 Courses:			
SPC-101 Fundamentals of Oral Communication	3		
SPC-112 Public Speaking	3		
Take SMM-108 or ADM-186 and PRL-284:			
SMM-108 Social Media Engagement	3		
ADM-186 Legal Documents	2		
PRL-284 Legal Ethics	2		