

# 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 can personalize your degree in business administration by choosing a concentration. Concentrations consist of four 100- or 200-level courses and 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

### Admissions Requirements

You must meet the below admissions requirements in addition to Purdue Global's general requirements (<https://catalog.purdueglobal.edu/policy-information/admissions/requirements/>).

Upon enrollment in the Associate of Applied Science in Business Administration, you are required to select a concentration. If you are interested in completing a custom concentration, you may be required to complete the Concentration Application prior to enrollment. You may only enroll in the custom concentration option if you have previously completed a specific set of courses approved by the Dean of the School of Business and Information Technology through an articulation arrangement.


### Certification, State Board, and National Board Exams

Certain state certification and licensure boards have specific educational requirements for programs to lead to a license or nongovernmental certification that is a precondition for employment in a recognized occupation.




Unless otherwise specified, Purdue Global's programs are not designed to meet any specific state's licensure or certification requirements. If certain licensed occupations, vocations, or professions are not explicitly listed, Purdue Global has not reviewed the licensure or certification requirements of those occupations, vocations, or professions, nor intended the program to meet such requirements. 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, meeting other certification requirements, or the program or the University itself having appropriate accreditation or licensure.

## 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
<b>Core Requirements</b>		
CM107	 College Composition I	5
CM220	 College Composition II	5
Mathematics (select one of the following):		5
MM150	 Survey of Mathematics	

MM212	College Algebra	
Total Core Requirements		15
<b>Major Requirements</b>		
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
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		65
<b>Open Elective Requirements</b>		
Open Electives		10
TOTAL CREDITS		90

## 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 Communications	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

## Health Club Operations

Code	Title	Credits
EF205	Scientific Foundations of Exercise and Fitness	5
MT221	Customer Service	5
SC121	Human Anatomy and Physiology I	5
SC131	Human Anatomy and Physiology II	5
TOTAL CREDITS		20

## Hospitality Management

Code	Title	Credits
TH117	Global Hospitality	5
TH206	Hotel Management and Operations	5
TH213	Food and Beverage Management	5
TH223	Meeting and Convention Management and Operations	5
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

## Meeting and Event Planning

Code	Title	Credits
TH213	Food and Beverage Management	5
TH223	Meeting and Convention Management and Operations	5
TH230	Foundations of Conference and Event Planning	5
TH270	Advanced Meeting Planning	5
TOTAL CREDITS		20

## Office Management

Code	Title	Credits
CM206	Interpersonal Communications	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 Communications	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