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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>CM107</td>
<td>College Composition I</td>
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<tr>
<td>CM220</td>
<td>College Composition II</td>
<td>5</td>
</tr>
<tr>
<td>MM150</td>
<td>Survey of Mathematics</td>
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</table>

| Core Requirements |

Types (https://catalog.purdueglobal.edu/policy-information/university-information/approach-to-learning/) for information about module courses.
MM212  College Algebra

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
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

Open Elective Requirements

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  Small Business Management  5
or MT220  Global Business

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
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MT221</td>
<td>Customer Service</td>
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**TOTAL CREDITS** 20

### Sales

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<td>IT133</td>
<td>Microsoft Office Applications on Demand</td>
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<tr>
<td>MT221</td>
<td>Customer Service</td>
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**TOTAL CREDITS** 20

### Small Business Management

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<tbody>
<tr>
<td>AC122</td>
<td>Payroll Accounting</td>
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</tr>
<tr>
<td>IT133</td>
<td>Microsoft Office Applications on Demand</td>
<td>5</td>
</tr>
<tr>
<td>MT209</td>
<td>Small Business Management</td>
<td>5</td>
</tr>
<tr>
<td>or MT220</td>
<td>Global Business</td>
<td></td>
</tr>
<tr>
<td>MT221</td>
<td>Customer Service</td>
<td>5</td>
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</tbody>
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**TOTAL CREDITS** 20