**AS, Business Administration and Management**

**Purpose**

The Associate in Science (AS) in Business Administration and Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers in entry level supervisory positions in a variety of organizations. In addition to general education coursework, the content is comprised of a broad-based business curriculum with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

**Program Structure**

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements, 37 credit hours of Business Administration and Management Core Requirements, and 5 credit hours of Approved Electives. The Small Business Management Certificate is a 24 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Business Administration degree. The Business Development and Entrepreneurship Certificate is a 25 credit hour certificate that prepares students for starting and/or managing an entrepreneurial concern and is comprised of 18 credit hours of Business Administration and Management Core Requirements and 7 credit hours of specific Entrepreneurship coursework. As such, either or both certificates can be earned before the student has earned the AS Business Administration and Management degree.

**Course Prerequisites**

***Many courses require prerequisites.*** Click on each course’s name in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation ***by the*** ***published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

**General Education Requirements: 18 Credit Hours**

ENC 1101 - Composition I - 3 credits

ENC 1102 - Composition II - 3 credits

SPC 1017 - Fundamentals of Speech Communication - 3 credits

OR

SPC 2023 - Introduction to Public Speaking - 3 credits

ECO 2013 - Economics I - 3 credits

 \*Gen Ed Mathematics (MAC 1105 - College Algebra or STA 2023 - Statistical Methods I recommended) - 3 credits

\*\*Gen Ed Humanities (PHI 2600 - Ethics recommended) - 3 credits

 \*Math course may be chosen from any courses listed in the Associate in Arts Degree General Education Program Guide, AA, under Advanced Mathematics (MAC 1106, MAC 1114, MAC 1140, MAC 1147, MAC 2233, MAC 2311, MAC 2312, MAC 2313, OR MAP 2302).

\*\*Humanities course may be chosen from any courses listed in the Associate in Arts Degree General Education Program Guide, AA, under Humanities.

**Business Administration and Management, AS Degree Core Requirements: 37 Credit Hours**

ACG 2021 - Financial Accounting - 3 credits

ACG 2071 - Managerial Accounting - 3 credits

BUL 2241 – Business Law - 3 credits

CGS 1000 – Computer Literacy (or CLEP CGS 1077 for transfer credit)- 3 credits

ECO 2023 - Economics II - 3 credits

GEB 1011 - Introduction to Business - 3 credits

FIN 2001 – Business Finance - 3 credits

MAN 2021 - Management Principles - 3 credits

MAR 2011 – Marketing – 3 credits

MTB 1103 - Business Mathematics - 3 credits

SBM 2000 – Small Business Management - 3 credits

SLS 1331 - Personal Business Skills - 3 credits

GEB 2930 - Special Topics/Capstone Business - 1 credit

**Business Administration and Management, AS Degree Elective Requirements: 5 Credit Hours**

**Electives may be taken from the following 1000 and 2000 level courses:**

ENT 1000 – Introduction to Entrepreneurship – 3 credits

ENT 2012C – Entrepreneurship Management – 4 credits

GEB 1949 – Business Internship I - 3 creditsSLS 1301 – Career and Educational Exploration - 1 credit

SLS 1350 - Employability Preparation - 2 credits

SLS 1515 – Cornerstone Experience - 3 credits

MAC 2233 - Calculus for Business and Social Sciences I - 4 credits

STA 2023 - Statistical Methods I - 3 credits

OR

Any 1000 or 2000 level course in Accounting, Business, Management, Hospitality, Customer Service, Computer Technology, or Finance, with the following course prefixes: ACG, BUL, CGS, CIS, CNT, COP, CTS, ENT, FIN, GEB, HFT, ISM, MAN, MAR, MNA, MTB, SBM, SLS, TAX, RMI.

**Note:** For students who are transferring to a state university, it is recommended that the following electives be selected: MAC 2233 or STA 2023.

**Total Degree Requirements: 60 Credit Hours**

**Information is available online at:** [**http://www.edison.edu/academics/**](http://www.edison.edu/academics/) **or on the School of Business and Technology Home Page at:** [**http://www.edison.edu/sobt**](http://www.edison.edu/sobt)