

# BUSINESS ADMINISTRATION, AAS

## Program Description

The Mid-Plains Community College Associate of Applied Science in Business with an emphasis in Business Administration program is designed to prepare students for a career in business administration.

The program will prepare students in the fundamentals, principles, techniques and skills essential to the theory and effective practice of business.

The program is designed to combine the business fundamentals of marketing, finance, communication and management into a unique education that is useful in a variety of business and industry settings as they relate in the local, regional and global marketplace. Graduates of this program should have the skills necessary to step into the business field in such areas as banking, sales and marketing, insurance, finance management, office supervision and real estate.

General management focuses on careers that plan, organize, direct and evaluate all or part of a business organization through the allocation and use of financial, human and material resources. In some instances additional training may be required for specialized employment.

## Career Opportunities

Employment opportunities with this degree may include the following:

- Management analysts
- Property, real estate and community association managers
- Employment, recruitment and placement specialists
- Employment interviewers; personnel recruiters
- Compensation, benefits and job analysis specialists
- Sales agents
- Services managers
- Human resources assistants
- Compensation and benefits managers
- First-line supervisors/managers, purchasing managers, general and operations managers and purchasing agents.

## Associate of Applied Science Degree Business

### Business Administration Emphasis

#### Suggested Sequence of Study

Course	Title	Credit Hours
<b>First Semester</b>		
<b>Fall</b>		
ACCT 1025 or ACCT 1200	Introduction to Accounting or Principles of Accounting I	3.0
BSAD 1000	Leadership & Team Development	1.5
BSAD 1050	Introduction to Business	3.0
BSAD 1100 or SOCI 1000	Personal Finance or Human Relations: People Skills	3.0
BSAD 1170 or ENGL 1010	Business English or English Composition I	3.0

Computer Elective ( <a href="https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext</a> )	1.5-2.0
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**Credit Hours 15.0-15.5**

#### Second Semester

##### Spring

BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking	3.0
BSAD 2250	Business Communications	3.0
BSAD 2500	Business Mathematics	3.0
Select one of the following electives:		3.0
BSAD 2560	Information Management	
BSAD 2580	Administrative Proc & Mgmt	
CSCE 1470	Input Keyboard Technology I	
CSCE 1480	Input Keyboard Technology II	

**Credit Hours 15.0**

#### Third Semester

##### Fall

BSAD 2510	Business Computer Systems	3.0
BSAD 2520	Principles of Marketing	3.0
BSAD 2710	Business Law I	3.0
Computer Elective ( <a href="https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext</a> )		0.0-1.5
Business Electives ( <a href="https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext</a> )		6.0

**Credit Hours 15.0-16.5**

#### Fourth Semester

##### Spring

BSAD 2540	Principles of Management	3.0
BSAD 2745	Business Internship	5.0
ENTR 1050	Introduction to Entrepreneurship	3.0
Business Electives ( <a href="https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mppcc.edu/course-catalog/programs/business/#electivestext</a> )		4.0

**Credit Hours 15.0**

**Total Credit Hours 60.0-62.0**

Course work in business, foreign language, economics, real estate, psychology, sociology, government, composition, statistics, information technology and cultural diversity would complement the business program. Please see the list of electives below.

## Electives List

Code	Title	Credit Hours
ACCT 1010	Payroll Accounting	2.0
ACCT 1210	Principles of Accounting II	3.0
ACCT 2020	Income Tax Acct for Individuals	3.0
ACCT 2130	Intermediate Accounting	3.0
ACCT 2170	Cost Accounting	3.0
AGRI 1410	Intro to Ag-Economics	3.0
AGRI 1745	Agribusiness & Food Marketing	3.0
AGRI 2040	Farm & Ranch Management	4.0
AGRI 2041	Farm & Ranch Management Lab	0.0
BSAD 1060	Introduction to Sports Management	3.0
BSAD 1070	Customer Service	3.0

BSAD 1100	Personal Finance	3.0
BSAD 1110	Introduction to Events Management	3.0
BSAD 1500	Leadership Behavior	1.5
BSAD 2000	Intro to Leadership Concepts	3.0
BSAD 2010	Principles of Selling	3.0
BSAD 2020	Leadership Development	3.0
BSAD 2050	Strategic Planning and Leadership	3.0
BSAD 2060	Intro Sports Facilities Management	3.0
BSAD 2100	Organizational Behavior	3.0
BSAD 2370	Digital Marketing	3.0
BSAD 2520	Principles of Marketing	3.0
BSAD 2540	Principles of Management	3.0
BSAD 2560	Information Management	3.0
BSAD 2570	MS Office Integration	3.0
BSAD 2580	Administrative Proc & Mgmt	3.0
BSAD 2720	Business Law II	3.0
CSCE	Any CSCE course approved by the business advisor and business & technology faculty	
ECON 1000	Contemporary Economic Issues	3.0
ECON 2110	Principles of Macroeconomics	3.0
ECON 2120	Principles of Microeconomics	3.0
ENGL 1010	English Composition I	3.0
ENTR 2040	Entrepreneurship Feasibility Study	3.0
ENTR 2050	Marketing for the Entrepreneur	3.0
ENTR 2090	Entrepreneurship Business Plan	3.0
INFO	Any INFO course approved by the business advisor and business faculty	
PSYC 1810	Intro to Psychology	3.0
SOCI 1000	Human Relations: People Skills	3.0
SOCI 1010	Intro to Sociology	3.0
SOCI 2150	Exploring Unity & Diversity	3.0
SPAN 1010	Elementary Spanish I	5.0
WARE 1100	Introduction to Logistics	3.0
WARE 1200	Global Logistics	3.0
WARE 1250	Transportation Logistics	3.0
WARE 2150	Supply Chain Management	3.0
WARE 2400	Purchasing Logistics	3.0
BSAD 1170	Business English	3.0
or ENGL 1010	or English Composition I	
BSAD 2500	Business Mathematics	3.0
Computer Elective ( <a href="https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext</a> )		1.5
<b>Credit Hours</b>		<b>16.5</b>
<b>Second Semester</b>		
<b>Spring</b>		
BSAD 1000	Leadership & Team Development	1.5
BSAD 1010	Personal/Professional Development	3.0
BSAD 1030	Business & Professional Speaking (Also offered online in Summer)	3.0
BSAD 2250	Business Communications	3.0
Computer Elective ( <a href="https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext</a> )		1.5
Choose one of the following:		3.0
BSAD 2560	Information Management	
BSAD 2580	Administrative Proc & Mgmt	
CSCE 1470	Input Keyboard Technology I	
CSCE 1480	Input Keyboard Technology II	
<b>Credit Hours</b>		<b>15.0</b>
<b>Third Semester</b>		
<b>Fall</b>		
BSAD 2510	Business Computer Systems	3.0
BSAD 2520	Principles of Marketing	3.0
ENTR 1050	Introduction to Entrepreneurship	3.0
Business Electives ( <a href="https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext</a> )		6.0
<b>Credit Hours</b>		<b>15.0</b>
<b>Fourth Semester</b>		
<b>Spring</b>		
BSAD 2540	Principles of Management	3.0
BSAD 2710	Business Law I	3.0
BSAD 2745	Business Internship	5.0
Business Electives ( <a href="https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext">https://catalog.mpcc.edu/course-catalog/programs/business/#electivestext</a> )		4.0
<b>Credit Hours</b>		<b>15.0</b>
<b>Total Credit Hours</b>		<b>61.5</b>

## Business Administration On-Online Option

Students wishing to complete this degree solely online should follow the sequence of study below. All courses are offered online in every term unless otherwise indicated.

Course	Title	Credit Hours
<b>First Semester</b>		
<b>Fall</b>		
ACCT 1025	Introduction to Accounting	3.0
or ACCT 1200	or Principles of Accounting I	
BSAD 1050	Introduction to Business (Also offered online in Summer)	3.0
BSAD 1100	Personal Finance	3.0
or SOCI 1000	or Human Relations: People Skills	