

# BUSINESS ADMINISTRATION

## ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Preparing tomorrow's  
business leaders today

Strong businesses are the lifeblood of any healthy economy. Entrepreneurs and employees with a solid understanding of business principles, digital technology, and interpersonal (soft) skills are more successful now than ever. Our Business Administration program will allow you to develop your creativity and talents in leadership, marketing, management, human resources, accounting, and technology.

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Accredited by the Accreditation Council for Business Schools and Programs, 7007 College Boulevard, Suite 240, Overland Park, KS 66211

“When I entered KVCC’s Business program, I was not sure what ‘business’ was even about. Now I want to learn even more. The world is complicated and interesting, and business is everywhere. I plan to get my 4-year degree next, and then I will have the knowledge to open my own business with confidence.”



### What Business Administration graduates do:

- Develop marketing tools
- Develop business plans
- Operate small businesses
- Interpret & analyze financial data
- Assist in management decision-making
- Attend four-year institutions

### Career Opportunities:

- Banking
- Insurance
- Marketing
- Retail
- Sales
- Non-Profit Agencies
- Office Administration
- Family/Small Business
- Government Agencies
- Entry-Level Management

For further questions about this program, please contact: [enrollment@kvcc.me.edu](mailto:enrollment@kvcc.me.edu)

# BUSINESS ADMINISTRATION

## Business Administration, Associate in Applied Science Degree

### First Semester

|         |                                   |   |
|---------|-----------------------------------|---|
| BUS101* | Principles of Business . . . . .  | 3 |
| COM104  | Intro to Communications . . . . . | 3 |
| CPT115* | Technology for Business . . . . . | 3 |
| ENG101  | College Composition . . . . .     | 3 |
| MAT111  | Quantitative Reasoning . . . . .  | 3 |

### Second Semester

|         |   |   |
|---------|---|---|
| ACC115* | Accounting for Business. . . . .          | 3 |
| BUS113* | Principles of Marketing . . . . .         | 3 |
| BUS115* | Principles of Management . . . . .        | 3 |
| ENG219  | Business & Professional Writing . . . . . | 3 |
| MAT225  | Math for Business & Economics. . . . .    | 3 |

### Third Semester

|         |   |   |
|---------|---|---|
| ACC212  | Computerized Accounting . . . . .       | 3 |
| BUS116* | Business Law . . . . .                  | 3 |
| BUS215* | Human Resource Management . . . . .     | 3 |
| CPT131  | Foundations of Digital Design . . . . . | 3 |
| ECO113  | Principles of Macroeconomics . . . . .  | 3 |

### Fourth Semester

|         |   |   |
|---------|---|---|
| BUS213  | Digital Marketing . . . . .               | 3 |
| BUS218* | Small Business Entrepreneurship . . . . . | 3 |
| BUS250* | Internship/Capstone . . . . .             | 3 |
| ECO114  | Principles of Macroeconomics . . . . .    | 3 |
| PHI110  | Intro to Contemporary Ethics (H). . . . . | 3 |

**Total Credits** **60**

## CRITERIA FOR GRADUATION

Students must complete 60 credits in the Business Administration program and achieve a minimum grade of “C” in designated common and program core courses (\*). Students must attain a final GPA of 2.0 or higher.

(H) Suggested Elective. Please contact your advisor for more information.

**This program is accessible 100% online, utilizing synchronous and asynchronous courses.**

# BUSINESS ADMINISTRATION

## Associate in Applied Science Degree

### DESCRIPTION

The Business Administration program provides a solid foundation of principles designed to prepare individuals for the business world. The program offers practical, marketable skills while also developing an understanding of business theory. The curriculum is perfectly designed to enhance one’s skills to enter or advance within his/her career or for the individual who is interested in exploring his/her entrepreneurial spirit. Besides providing training for employment, the program prepares students to continue their education at a four-year college or university. Transfer agreements with several colleges and universities ensure that graduates can transfer, as an advanced student, into a four-year program.

### PROGRAM MISSION

The mission of the Business Administration program is to help the student develop marketable skills while providing the broader courses necessary to produce an “educated person.” Along with professional training, the Business faculty will guide students toward realizing their personal and professional goals.

### EDUCATIONAL OUTCOMES

Program Goals and Student Learning Outcomes

Upon successful completion of the Business Administration program, the graduate is expected to:

1. Demonstrate effective business communication and interpersonal skills.
2. Analyze data to solve business-related problems.
3. Create a variety of business-related artifacts using appropriate technologies.
4. Evaluate alternatives to implement appropriate business practices and make sound decisions.
5. Demonstrate knowledge of business ethics and social responsibility.

### COLLEGE ADMISSION

General admission guidelines can be found on [page 34](#) in the catalog.