

# Business Administration & Management

 **CAREERS IN  
BUSINESS  
ADMINISTRATION**  
My Next Move

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## Contact Info.

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[Contact an Advisor/Counselor](#)

A business administration degree focuses on business management and prepares students to work in the world of commerce.

Generally, business administration coursework includes the principles and application of economics, marketing and planning.

Business administration degree holders work in the management of health care, insurance, real estate and technology, as well as administrative positions in general service and retail businesses.

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### What will I learn?

- Explore business trends in various historical and cultural contexts
- Articulate strategies for building shared organizational values, attitudes and beliefs
- Recognize the impact of social and emotional intelligence on various business contexts
- Explain ethical principles and core personal values in business decision-making
- Apply change management theories and concepts in various organizational contexts

### What can I do with this course of study?

This program has been adopted to meet the needs of students transferring into a Bachelor of Arts or Bachelor of Science program, majoring in business.

### Degree and Certificates

- Business Certificate of Completion — BU1
- Management Certificate of Completion — MN1
- Marketing Certificate of Completion — MK1
- Entrepreneurship Certificate of Completion — BE1

- International Business Certificate of Completion — IBC1
- Supervision Certificate of Completion — SU1

## Business Management (AAS) Degree Plan

**FOUNDATIONS: THESE ARE THE COURSES STUDENTS NEED IN ORDER TO PROGRESS IN THEIR CAREER/COLLEGE PATHWAY, AS THEY EITHER PROVIDE A CERTIFICATE OR LAY THE GROUNDWORK FOR MOVING TO THE NEXT SET OF COURSES.**

COURSE	COURSE TITLE	COUNTS TOWARD
ENGL 1301	English Composition I	
BMGT 1301	Supervision	BE1, MN1, SU1
BMGT 1307	Team Building	MN1, SU1
HRPO 1311	Human Relations	BE1, MN1,
MRKG 1311	Principles of Marketing	BE1, BU1, IB1, MK1, SU1
BMGT 1341	Business Ethics	

**KNOWLEDGE BUILDING: THESE COURSES FURTHER THE STUDENTS' KNOWLEDGE IN THE AREA OF STUDY AND INCREASE THEIR PREPARATION FOR THE DEGREE COMPLETION.**

COURSE	COURSE TITLE	COUNTS TOWARD
BUSI 1301	Business Principles	BE1, BU1, IB1, MK1
BUSI 2301	Business Law	BE1, BU1, MK1
BMGT 1331	Production and Operations Management	BU1, MN1, SU1
HRPO 2301	Human Resources Management	MN1, SU1
SBS/HIST/GOVT PS	Suggested: GOVT 2305 or PSYC 2301 Other Options: Any SBS/History/Govt in core options	IB1 (any) MK1 (PSYC 2301 only)
IBUS 1305	Introduction to International Business Trade	BE1, MK1
BCIS 1305	Business Computer Applications	

**COMPLETION: THESE ARE THE COURSES THE STUDENT NEEDS IN ORDER TO COMPLETE THE DEGREE PLAN AND PREPARE TO ENTER THE WORKFORCE.**

COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1325	Office Management	MN1
BMGT 1327	Principles of Management	BU1, IB1, MN1
MATH/Life or Physical Science	Suggested: MATH 1324 Other Core Options: Life and Physical Sciences	
SPCH 1321	Business and Professional Communication	
BUSG 2309	Small Business Management/Entrepreneurship	BE1, MN1

ACNT 1303 OR ACNT 1311	Introduction to Accounting I OR Introduction to Computerized Accounting	BE1 (ACNT 1303 only) MN1 (ACNT 1303 only)
Creative Arts/LPC	Suggested: ARTS 1303 or HUMA 1301 or PHIL 1301 Other options at Lee: ARCH 1311, ARTS 1301, DRAM 1310, DRAM 2366, MUSI 1306, MUSI 1310, ENGL 2322, ENGL 2323, ENGL 2326, ENGL 2327, ENGL 2328, ENGL 2331, ENGL 2341, ENGL 2351, HIST 2321, HIST 2322, HUMA 1305, HUMA 2319, PHIL 1304, SPAN 2311, SPAN 2312, SPAN 2313, SPAN 2315	

### Business - BU1, Certificate of Completion

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COURSE	COURSE TITLE	COUNTS TOWARD
MRKG 1311	Principles of Marketing	BU1
BUSI 1301	Business Principles	BU1

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COURSE	COURSE TITLE	COUNTS TOWARD
BUSI 2301	Business Law	BU1
BMGT 1331	Production and Operations Management	BU1

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1327	Principles of Management	BU1

### Management - MN1, Certificate of Completion

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1301	Supervision	MN1
BMGT 1307	Team Building	MN1
HRPO 1311	Human Relations	MN1

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1331	Production and Operations Management	MN1
HRPO 2301	Human Resources Management	MN1
BMGT 1325	Office Management	MN1

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1327	Principles of Management	MN1
BUSG 2309	Small Business Management/Entrepreneurship	MN1
ACNT 1303 OR ACCT 2401	Introduction to Accounting I Principles of Accounting 1 - Financial	MN1

### Marketing - MK1, Certificate of Completion

**FOUNDATIONS: THESE ARE THE COURSES STUDENTS NEED IN ORDER TO PROGRESS IN THEIR CAREER/COLLEGE PATHWAY, AS THEY EITHER PROVIDE A CERTIFICATE OR LAY THE GROUNDWORK FOR MOVING TO THE NEXT SET OF COURSES.**

COURSE	COURSE TITLE	COUNTS TOWARD
MRKG 1311	Principles of Marketing	MK1
BUSI 1301	Business Principles	MK1

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COURSE	COURSE TITLE	COUNTS TOWARD
BUSI 2301	Business Law	MK1
SBS/HIST/GOVT OR IMED 1316	PSYC 2301 Web Design I	MK1

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COURSE	COURSE TITLE	COUNTS TOWARD
IBUS 1305	Introduction to International Business Trade	MK1
IMED 2309	Internet Commerce	MK1

### Entrepreneurship - BE1, Certificate of Completion

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1301	Supervision	BE1

HRPO 1311 OR IMED 1309	Human Relations OR Web Page Design I	BE1
MRKG 1311	Principles of Marketing	BE1
ACNT 1303 OR ACCT 2401	Introduction to Accounting I Or Principles of Accounting I - Financial	BE1

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COURSE	COURSE TITLE	COUNTS TOWARD
BUSI 1301	Business Principles	BE1
BUSI 2301	Business Law	BE1
IMED 2309	Internet Commerce	BE1

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COURSE	COURSE TITLE	COUNTS TOWARD
IBUS 1305	Introduction to International Business Trade	BE1
BUSG 2309	Small Business Management/Entrepreneurship	BE1

#### International Business - IB1, Certificate of Completion

**FOUNDATIONS: THESE ARE THE COURSES STUDENTS NEED IN ORDER TO PROGRESS IN THEIR CAREER/COLLEGE PATHWAY, AS THEY EITHER PROVIDE A CERTIFICATE OR LAY THE GROUNDWORK FOR MOVING TO THE NEXT SET OF COURSES.**

COURSE	COURSE TITLE	COUNTS TOWARD
BUSI 1301	Business Principles	IB1
MRKG 1311	Principles of Marketing	IB1

**KNOWLEDGE BUILDING: THESE COURSES FURTHER THE STUDENTS' KNOWLEDGE IN THE AREA OF STUDY AND INCREASE THEIR PREPARATION FOR THE DEGREE COMPLETION.**

COURSE	COURSE TITLE	COUNTS TOWARD
SBS/HIST/GOVT PSYC	Suggested: GOVT 2305 or PSYC 2301 Other Options: Any SBS/History/Govt in core options	IB1 (any)
IBUS 1305	Introduction to International Business Trade	IB1

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1327	Principles of Management	IB1

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COURSE	COURSE TITLE	COUNTS TOWARD
BMGT 1301	Supervision	SU1
BMGT 1307	Team Building	SU1

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COURSE	COURSE TITLE	COUNTS TOWARD
MRKG 1311	Principles of Marketing	SU1
BMGT 1331 or BMGT 1325	Production and Operations Management Or Office Management	SU1

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COURSE	COURSE TITLE	COUNTS TOWARD
HRPO 2301	Human Resources Management	SU1



## Addresses

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