

# ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION

The Williamson College of Business Administration offers an Associate of Arts in Business Administration that incorporates some general education courses, the business tool courses, and some upper level business courses. This degree is often pursued by individuals already in the workforce wanting to enhance their knowledge and skills in the field of business, often leading to promotion and/or salary increase. The courses taken in the Associate of Arts in Business Administration can all be applied to the Bachelor of Science in Business Administration.

## CAREER OPPORTUNITIES

An Associate degree in business can prepare students for some entry-level jobs in retail, office administration, bookkeeping, and trade work. The most common careers for individuals earning an AABA degree is in the area of office administration and support. Office administration assistants can be found in a wide array of organizations including corporations, small business centers, government agencies, and nonprofit organizations.

## STUDENT EXPERIENCES

Students enrolled in the Associate of Arts in Business Administration have the opportunity to build their knowledge and leadership skills in their field through various student leadership organizations including the American Marketing Association, Advertising Club, Pi Sigma Epsilon, Society for Human Resource Management (SHRM), Enactus, and the Student Nonprofit Leadership Organization.

| COURSE  | TITLE   | S.H. |
|---|---|------|
| <b>FIRST YEAR REQUIREMENT - STUDENT SUCCESS</b>   |   |      |
| YSU 1500  | Success Seminar   | 1-2  |
| or SS 1500  | Strong Start Success Seminar  |      |
| or HONR 1500  | Intro to Honors   |      |
| <b>GENERAL EDUCATION COURSES</b>  |   |      |
| ENGL 1550   | Writing 1   | 3-4  |
| or ENGL 1549  | Writing 1 with Support  |      |
| ENGL 1551   | Writing 2   | 3    |
| CMST 1545   | Communication Foundations   | 3    |
| Mathematics   | Met through MATH 1552 - See Business Tool Courses                       |      |
| Arts & Humanities (6 SH)  | <sup>3</sup> SH met through major requirement PHIL 2620 Business Ethics |      |
| PHIL 2628   | Business Ethics   | 3    |
| Arts & Humanities Elective  |   | 3    |
| GE: Natural Science (7 SH)  | <sup>One Science must include a lab</sup>                               | 7    |
| <b>BUSINESS TOOL COURSES</b>  |   |      |
| Business Tool courses must be completed with the grade of a "C" or higher and cannot be taken credit/no credit. |   |      |
| BUS 1500  | Exploring Business  | 3    |
| BUS 2600  | Business Applications of Microsoft Excel                                | 3    |
| MATH 1552   | Applied Mathematics for Management                                      | 4    |
| ECON 2610   | Principles 1: Microeconomics  | 3    |
| ECON 2630   | Principles 2: Macroeconomics  | 3    |
| MGT 2604  | Legal Environment of Business 1   | 3    |
| ACCT 2602   | Financial Accounting  | 3    |
| ACCT 2603   | Managerial Accounting   | 3    |
| ENGL 3742   | Business Writing  | 3    |
| ECON 3788   | Statistics for Business and Economics 1                                 | 3    |
| <b>BUSINESS CORE COURSES</b>  |   |      |

To enroll in upper level business courses students must have successfully completed ENGL 1550, ENGL 1551, PHIL 2628, CMST 1545, all Business Tool courses and have a minimum 2.5 overall GPA.

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| Upper level business courses must be completed with the grade of a "C" or higher and cannot be taken credit/no credit. |  |              |
| MGT 3725   | Fundamentals of Management               | 3            |
| MKTG 3702  | Business Professionalism                 | 1            |
| MKTG 3703  | Marketing Concepts and Practice          | 3            |
| <b>Total Semester Hours</b>  |  | <b>61-63</b> |
| <b>Year 1</b>  |  |              |
| <b>Fall</b>  |  |              |
| YSU 1500   | Success Seminar                          | 1            |
| ENGL 1550  | Writing 1                                | 3            |
| BUS 1500   | Exploring Business                       | 3            |
| MATH 1552  | Applied Mathematics for Management       | 4            |
| CMST 1545  | Communication Foundations                | 3            |
| GE: Arts & Humanities Course   |  | 3            |
| <b>Semester Hours</b>  |  | <b>17</b>    |
| <b>Spring</b>  |  |              |
| ENGL 1551  | Writing 2                                | 3            |
| MGT 2604   | Legal Environment of Business 1          | 3            |
| ECON 2610  | Principles 1: Microeconomics             | 3            |
| ACCT 2602  | Financial Accounting                     | 3            |
| BUS 2600   | Business Applications of Microsoft Excel | 3            |
| <b>Semester Hours</b>  |  | <b>15</b>    |
| <b>Year 2</b>  |  |              |
| <b>Fall</b>  |  |              |
| ACCT 2603  | Managerial Accounting                    | 3            |
| ECON 2630  | Principles 2: Macroeconomics             | 3            |
| PHIL 2628  | Business Ethics                          | 3            |
| ENGL 3742  | Business Writing                         | 3            |
| GE: Lab Science  |  | 4            |
| <b>Semester Hours</b>  |  | <b>16</b>    |
| <b>Spring</b>  |  |              |
| MGT 3725   | Fundamentals of Management               | 3            |
| MKTG 3702  | Business Professionalism                 | 1            |
| MKTG 3703  | Marketing Concepts and Practice          | 3            |
| ECON 3788  | Statistics for Business and Economics 1  | 3            |
| GE: Natural Science  |  | 3            |
| <b>Semester Hours</b>  |  | <b>13</b>    |
| <b>Total Semester Hours</b>  |  | <b>61</b>    |

ENGL 1550, ENGL 1551, Business Tool and upper level business courses must be completed with the grade of a "C" or higher and cannot be taken credit/no credit.

To enroll in upper level business courses students must have successfully completed ENGL 1550, ENGL 1551, PHIL 2628, CMST 1545, all Business Tool courses AND have a minimum 2.5 overall GPA.