

BUSINESS ADMINISTRATION, A.A.S.

Juneau, e-Learning

The Business Administration program provides a course of study in various aspects of business management that prepares students for entry into the job market. The A.A.S. degree in Business Administration requires a minimum of 60 credit hours. Students within the Business Administration, A.A.S. may select a General Business or an Accounting emphasis.

The Business Administration, A.A.S. with a general business emphasis prepares students for entry-level positions in business such as customer service supervisor, accounting assistant, account representative, or assistant manager.

The Business Administration, A.A.S. with an accounting emphasis prepares students for entry-level accounting positions, such as bookkeeper, accounting clerk, and payroll clerk, and also paraprofessional positions in public accounting firms, non-profit organizations, and government.

Program assessment plans and student learning outcomes are posted at the Program Assessment website (<http://www.uas.alaska.edu/provost/assessment.html>).

Requirement	Hours
Minimum Credit Hours	60
General Education Requirements	18-19
Major Requirements	15-16
Emphasis Area	18
Electives	8-9

Code	Title	Credits
General Education Requirements		
<i>Written Communication Skills</i>		
WRTG S111	Writing Across Contexts	3
WRTG S211 or WRTG S212	Writing and the Humanities Writing and the Professions	3
<i>Oral Communication Skills</i> ¹		
Select one of the following:		3
COMM S111	Fundamentals of Oral Communication	
COMM S235	Small Group Communication and Team Building	
COMM S237	Interpersonal Communication	
COMM S241	Public Speaking	
<i>Other Skills</i>		
BA S116 or MATH S105	Business Mathematics Intermediate Algebra	3
Advisor approved GERs ²		6
Major Requirements		
ACCT S201	Principles of Financial Accounting ³	3
ACCT S202	Principles of Managerial Accounting ⁴	3
BA S263	Business Communications	3

LAWS S101 or BA S330	Introduction to Law Legal Environment of Business	3
ECON S201 or ECON S202	Principles of Macroeconomics ⁴ Principles of Microeconomics	3

Electives 8-9

Emphasis Area 18

¹ Grade C 2.00 or better.

² Humanities, social sciences, natural sciences, or mathematics. See General Education Requirements (<http://catalog.uas.alaska.edu/general-education-requirements>).

³ ACCT S121 and ACCT S122 will meet ACCT S201 requirement.

⁴ MATH S105 is a corequisite.

Code	Title	Credits
General Business Emphasis		
Emphasis Requirements		18
BA S151	Introduction to Business	3
BA S251	Management Skills	3
CIS S105 or BA S310 or CIS S310	Computer Literacy Management Information Systems Management Information Systems	3
CIS S235 or CIS S240	Spreadsheet Concepts and Applications Database Concepts and Applications	3
Select two from the following:		6
BA S166	Small Business Management	
BA S301	Principles of Management	
or BA S__ Elective		

Code	Title	Credits
Accounting Emphasis		
Emphasis Requirements		18
ACCT S225	Payroll Accounting	3
BA S151 or BA S166	Introduction to Business Small Business Management	3
BA S251 or BA S301	Management Skills Principles of Management	3
CIS S235	Spreadsheet Concepts and Applications	3
Select two from the following:		6
ACCT S222	Computer Automated Accounting	
ACCT S316	Accounting Information Systems	
ACCT S__ Elective		