

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 (<https://uas.alaska.edu/provost/academic-affairs/assessment/>).

Requirement	Hours
Minimum Credit Hours	60
General Education Requirements	18-19
Major Requirements	21
Emphasis Area	15
Electives	6

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	3-4
Advisor approved GERs ² 6		
Major Requirements		
ACCT S201	Principles of Financial Accounting ³	3

ACCT S202	Principles of Managerial Accounting	3
BA S254	Personal Finance	3
BA S263	Business Communications	3
CIS S235	Spreadsheet Concepts and Applications	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

Emphasis Area	15
Electives	5-6

- Grade C 2.00 or better.
- Humanities, social sciences, natural sciences, or mathematics. See General Education Requirements (<http://catalog.uas.alaska.edu/general-education-requirements/>).
- ACCT S121 and ACCT S122 will meet ACCT S201 requirement.
- MATH S105 is a corequisite.

Code	Title	Credits
General Business Emphasis		
Emphasis Requirements		15
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
Select two from the following:		6
BA S166	Small Business Management	
BA S301 or BA or CIS S__ Elective	Principles of Management	

Code	Title	Credits
Accounting Emphasis		
Emphasis Requirements		15
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
Select two from the following:		6
ACCT S222	Computer Automated Accounting	
ACCT S316	Accounting Information Systems	
ACCT S__ Elective		