



*American*  
**SCHOOL of**  
**TECHNOLOGY**

# Business Administration

Catalog Course Description

Effective 6/10/2011

**Business Administration**

Diploma Program

**Educational Objectives:**

The educational objective of this program is to provide the graduate with employable skills for entry level positions in sales, customer service, bookkeeping, and office support. These include staff roles in retail and sales offices, manufacturing offices, banking and insurance offices, and other general places of business.

The graduate may have opportunities in many facets of Business, including Sales Person, Bookkeeper, Administrative Assistant, Office Assistant, and numerous other entry-level positions required in today’s business offices.

**Program Outline**

Day Program: 900 clock hours; 24 credit hours, 40 weeks

Evening Program: 900 clock hours; 24 credit hours, 40 weeks

**Course Outline:**

<u>Course Number</u>	<u>Course Name</u>	<u>Clock Hours</u>	<u>Credit Hours</u>
BA 110	Principles of Business	112.5	3
BA 111	Business Communication	112.5	3
BA 120 *	Introduction to Business Management	112.5	3
BA 130	Introduction to Business Computers	112.5	3
BA 140	Accounting Fundamentals	112.5	3
BA 141 **	Computer-Based Accounting	112.5	3
BA 150	Introduction to Spanish for Business	112.5	3
CD 110	Professional Development	<u>112.5</u>	<u>3</u>
	<b>Totals</b>	<b>900</b>	<b>24</b>

\* *Prerequisite: BA110*

\*\* *Prerequisite: BA140*

Please note that there will be outside work required for the Business Administration program, as detailed on class syllabi.

**Course Outline:**

**BA 110 Principles of Business**

**Credit Hours: 3**

This course will give the student an overview of the major topics of business, including management, marketing, sales, accounting, economics, human resources, and the current business environment and forces impacting it, both internally and externally. Upon completion, the student should have a solid understanding of today's business environment, factors surrounding it, and knowledge on how to work in it.

**BA 111 Business Communication**

**Credit Hours: 3**

Professional, clear communication is vital when working in today's Business world. This course will help students learn how to effectively communicate in common business situations. Topics covered will include letter and email writing, basic business terminology, and business communication etiquette. Upon completion, the student should be able to effectively and efficiently communicate in various business environments.

**BA 120 Introduction to Business Management**

**Credit Hours: 3**

In this course, students will gain an understanding of the business functions and how business decisions are made. Students will be introduced to basic business strategy, decision-making, time management, the free enterprise system, types of business organizations and the managerial process. Upon completion, the student will have a working knowledge of the managerial process for Business. \* *Prerequisite: BA 110*

**BA 130 Introduction to Business Computers**

**Credit Hours: 3**

Every business today uses computers as a fundamental basis for operation, whether it is for sales, marketing, research, record keeping, or inventory control. This course will give the student a basic, working understanding of word-processing, spreadsheets, and presentation software most commonly used today in Business. Students will also gain knowledge on browsing the internet and on using e-mail software. Upon completion, the student should possess general computer skills and have good working knowledge of the most common computer software utilized in businesses today.



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**BA 140 Accounting Fundamentals**

**Credit Hours: 3**

Major advances in technology have drastically changed how bookkeepers and financial clerks perform their job responsibilities. This course will give the student a basic understanding of general accounting principles, and will touch upon the basics of cost and managerial accounting within framework of general business. Upon completion, the student should be able to understand the accounting environment, record business transactions, work within accounts payable and receivable, and payroll.

**BA141 Computer-Based Accounting \***

**Credit Hours: 3**

Technology advances have changed the Accounting profession and have pushed the use of computers and accounting software such as QuickBooks™ into all businesses. Demand has rapidly grown for professionals to use their computer skills to complete everyday business tasks in jobs like Accounting Clerk, Bookkeeper, Data Entry Clerk and Payroll Clerk. This class will give the student entry-level skills to successfully work in a computerized accounting environment, with emphasis on QuickBooks™ accounting software.      \* *Prerequisite: BA 140*

**BA150 Introduction to Spanish for Business**

**Credit Hours: 3**

The Spanish speaking population in the United States is growing rapidly. In this course, the student will be introduced to basic Spanish language business concepts and vocabulary terms. Students in this class will actively learn and be responsible for using Spanish structures and vocabulary. Upon completion, the student will have a basic Spanish business language competency to work in today's bi-lingual workplace.

**CD110 Professional Development**

**Credit Hours: 3**

This final course in the Business program will assist the student in developing the skills necessary to prepare and conduct a successful job search. It will provide information on current employment policies and practices will include an introduction to public speaking, give practical experience in preparing various employment documents, and offer instruction in effective interview dress and procedure.