

ASSOCIATE OF APPLIED SCIENCE



BUSINESS ADMINISTRATION

The online program prepares students for employment in a variety of private and public business organizations.



PROGRAM OVERVIEW

The objective of this program is to provide students with a broad base of knowledge and skills required to begin or to enhance a career in business administration. Students complete three distinct areas of study: general education, theory, and applied learning to develop practical working knowledge.

Gain In-Demand Skills Through Online Training!

COURSE LIST

Customer Relations & Servicing
Accounting I
Word Processing/Presentation Skills
Management for Success
Computerized Accounting
Introduction to Economics
Management Information Systems
Spreadsheet Skills
Foundations of Business Finance
Introduction to Human Resources
Introduction to Marketing
Project Management Foundations
Sales Principles
Small Business Management
Business Administration Capstone
Practical Computer Applications
Organizational Dynamics

GENERAL EDUCATION REQUIREMENTS

Interpersonal Communications
English Composition I
College Mathematics
Introduction to Psychology
Environmental Science
Introduction to Sociology

POTENTIAL JOB RESPONSIBILITIES

- Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Monitor the facility to ensure that it remains safe, secure, and well-maintained.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency. Acquire, distribute and store supplies.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.

SOURCE: www.onetonline.org/link/summary/11-1021.00, <https://www.onetonline.org/link/summary/11-3011.00>

Students who have earned an Associate Degree in Business Administration program at Miller-Motte Wilmington or another accredited institution of higher education may request an evaluation of credits earned and have the opportunity to be awarded up to 90 quarter credit hours of transfer credit toward the completion of the Bachelor of Science Degree in Business Administration. Students must take at least one course each in Natural Sciences/Mathematics, Humanities/Fine Arts, and Social/Behavioral Sciences. In addition, students must take two more general education courses. Programs not available to residents of CA state.

REGISTER TODAY! 866-592-6441 • www.miller-motte.edu

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