

Business Administration 2008-2009

The Business Administration program offers the student a number of career and educational opportunities. The program allows students to choose either an AA or AS degree. Students who plan to transfer to a four-year college or university should consider the AA degree. The AA degree will satisfy most freshman and sophomore Business Administration requirements of four-year colleges if planned carefully with an advisor. The AS degree is designed for students who want to prepare for an immediate career in business.

Unique features of the Business Administration curriculum include: an introduction to American and international business practices, accounting practices and business law concepts. The Student Development Office can provide course checks sheets from the various colleges, identifying which DMACC courses should be taken for college transfer. Students planning on transferring to a four-year college should contact a counselor or advisor for course planning assistance.

Locations: Ankeny, Boone, Carroll, Newton, Urban, West, Online

Program Entry Requirements

Complete an application, satisfy the assessment requirements and attend any required information/registration session.

Students start any term.

Graduation Requirements

To earn a Business Administration AA or AS degree, a student must complete the standard core requirements for the degree, plus the Business Administration required courses and maintain a 2.0 grade point average.

AA Degree

Required Courses

ACC 131	Principles of Accounting I	4
ACC 132	Principles of Accounting II	4
BUS 102	Introduction to Business	3
BUS 220	Introduction to International Business	3
BUS 185	Business Law I	3
ECN 120*	Principles of Macroeconomics	3
ECN 130*	Principles of Microeconomics	3

NOTE:

*ECN 120 and ECN 130 are required courses for this program and shall also be used to fulfill 3 credits of Social and Behavioral Science AA Core and 3 credits of Distributive AA Core.

Complete Remaining AA Degree Core Requirements as follows:

Communications	9
Social & Behavioral Sciences (6 credits + 3 credits for ECN 120 from above)	9
Math & Science (Check with the four-year institution before selecting your math and science courses because certain courses are prerequisites to admission into the College of Business at different colleges and universities.)	9
Humanities Distributive (9 credits + 3 credits for ECN 130 from above) (Check with the four-year institution before selecting your distributive credits because certain additional math courses are required as prerequisites to admission into the College of Business at different colleges and universities.)	12

Total Minimum Credits for Business Administration AA Degree 65

PROGRAM INFORMATION BRIEF (CONT.)

AS Degree

Required Courses

ACC 131	Principles of Accounting I	4
ACC 132	Principles of Accounting II	4
BUS 102	Introduction to Business	3
BUS 220	Introduction to International Business	3
BUS 185	Business Law I	3
CSC 110	Introduction to Computers	3
ECN 120	Principles of Macroeconomics	3
ECN 130	Principles of Microeconomics	3

NOTE:

ECN 120 and ECN 130 can be used to satisfy the Social and Behavioral Sciences component of the AS degree core. Students choosing this option will need to complete an additional 6 credit hours from either AS degree core courses or General Business Option Courses to meet program requirements.

Select 3 Courses from Option 1 below

FIN 121	Personal Finance	Opt 1	3
FIN 101	Principles of Banking	Opt 1	3
FIN 180	Intro to Investments	Opt 1	3
BUS 231	Quantitative Methods	Opt 1	4
BUS 260	Principles of Insurance	Opt 1	3
BUS 148	Small Business Management	Opt 1	3
BUS 186	Business Law II	Opt 1	3
MGT 101	Principles of Management	Opt 1	3
MGT 248	Systems & Info Management	Opt 1	3
MKT 110	Principles of Marketing	Opt 1	3
BUS 240	Virtual Business Firm	Opt 1	3
Elective if needed to satisfy 64 minimum credits			1

Complete AS Degree Core Requirements 28

Total Minimum Credits for Business Administration AS Degree 64

PROGRAM INFORMATION BRIEF (CONT.)

Fixed Costs

Tuition \$ 107.00 per credit

The costs for each program are estimates and subject to change.

Varied Costs

	Term 1	Term 2	Term 3	Term 4
Books (approximate)	405	410	405	420

Approximate total for program: AA Degree: \$8,790.00; AS Degree: \$8,680.00

What Kind of Work Will You Do?

- Provide information and suggestions to management, co-workers and/or customers.
- Communicate in person, by telephone, or in writing with management, co-workers and/or customers.
- Hire personnel, direct, supervise, and evaluate their work.
- Sell products or services to customers.
- Create, coordinate, and communicate solutions to work environment or for customers.
- May be responsible for information management to include small computer operation, typing, data entry, report preparation and documentation.

What Skills and Abilities Will You Need?

- Maintain good working relations with customers, co-workers, and management.
- Communicate effectively and persuasively.
- Work independently, solve problems, and make decisions.
- Address the public in person and on the telephone.
- Demonstrate self-discipline, initiative, creative insight, and good judgment.
- Demonstrate willingness to learn broad business concepts and policies.

What Else Should I Consider about this Program or Career Choice?

- Reading, communication and math skills must be at college level to gain maximum benefit from classes.
- For career advancement and advanced position placement, it is important that students continue college course work beyond the two-year program.
- For transferability to four-year colleges and universities, it is important that students work closely with advisors and admissions counselors.
- Average starting salary \$ 23,975 (2006-2007 Placement Report)

Business Administration (2008-2009)

RECOMMENDED HIGH SCHOOL COURSES:

Composition, Speech, Algebra I, Business Math, Applied Math, Economics, Accounting, Business Law, General Business, Keyboarding, Word Processing

Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Human Resources Department, the campus Provost's office, or the EEO/AA Officer. Persons who wish additional information or assistance may contact the EEO/AA Officer, Human Resources, Bldg. 1, 515-964-6301. For requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at 515-964-6857.