Business  
Associate of Science  
2017-2018

General Areas of Service:
A wide variety of job opportunities exist for a person with an associate degree, including bookkeeping, purchasing, inventory management, billing, sales, other clerical and office work, and small business management.

Job Outlook:
According to the U.S. Bureau of Labor Statistics (BLS), secretaries and administrative assistants as a whole are expected to see a 3% increase in employment from 2014-2024. Jobs are expected to grow slower than average in the coming years (see www.bls.gov). Demand by industry at the associate degree level comes mainly from miscellaneous support services, e.g. administrative and support services (employment services, credit bureaus, and collection agencies), waste management, and remediation services.

Earnings:
According to the Bureau of Labor Statistics, executive secretaries and administrative assistants earned a median annual salary of $55,860 as of May 2016, while legal secretaries earned a median annual salary of $44,180. (See www.bls.gov)
The chart below details one suggested path a student may take to complete an associate’s degree in Business. Cognates, general studies courses and electives should be taken to complete 96 credit hours to complete a Business Associate of Science. See the Undergraduate Bulletin for complete requirements.

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<tr>
<th>Freshman</th>
<th>Autumn</th>
<th>Winter</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Accounting .......... 4</td>
<td>ACCT 202</td>
<td>Principles of Accounting .................. 3</td>
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<td>CIS 140</td>
<td>Computer Business Applications ...... 4</td>
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<tr>
<td>ECON 210</td>
<td>Principles of Microeconomics .......... 4</td>
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<td>FINA 101</td>
<td>Personal Finance ..................... 2</td>
<td>GBUS 161</td>
<td>Business Basics ....................... 2</td>
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<td>GBUS 161</td>
<td>Business Basics ..................... 2</td>
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<tr>
<th>Sophomore</th>
<th>Autumn</th>
<th>Winter</th>
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<tr>
<td>GBUS 361</td>
<td>Business Law I ..................... 4</td>
<td>ECON 211</td>
<td>Principles of Macroeconomics ............. 4</td>
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<tr>
<td>*MGMT 371</td>
<td>Principles of Management .......... 4</td>
<td>GBUS 361</td>
<td>Business Law I ..................... 4</td>
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<tr>
<td>*MKTG 381</td>
<td>Principles of Marketing .......... 4</td>
<td>*MKTG 381</td>
<td>Principles of Marketing ............. 4</td>
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Total Credits Required: 96 Credits

English Requirements:
Freshman
ENGL 121 & 122 – College Writing
Sophomore
ENGL 223 – Research Writing

Math Requirements:
Freshman
MATH 117 OR 121 OR 131 OR 181
– Accelerated Pre-Calculus OR Pre-Calculus I OR Calculus I OR Calculus for the Life Sciences

Colloquium Requirements:
Business majors are required to attend at least 6 colloquia to complete their degree requirements.

General Requirements:
- Health & P.E. 0-2 cr.
- History 0-4 cr.
- Social Science 0-4 cr.
- Humanities 0-8 cr.
- Language Arts 9-13 cr.
- Mathematics 0-4 cr.
- Natural Science 0-4 cr.
- Religion & Theology 8 cr.

Notes:
+ Classes offered even years
- Classes offered odd years
*Recommended

For additional information, contact Bruce Toews, School of Business Dean.
A student specializing in business must complete 46 quarter hours in business, the required cognates, general studies program, and all associate degree requirements.

Business Electives must be approved by a School of Business adviser.