

# ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION



Lester Castro II, Business student

## **TAILOR YOUR DEGREE**

Our associate degree in Business Administration allows you to tailor your degree and your schedule to meet your specific career goals.

You will have the ability to focus your efforts effectively through a concentration in Business Administration, Office Management, Human Resources Management, Entrepreneurship, or Manufacturing Management. You can build your own schedule that works best for you. Take classes on-campus, online, or in a hybrid format. For greater flexibility, you can take accelerated 7½-week classes or standard 15-week classes to finish your degree at your own pace.

Through your coursework, you will become proficient in business law and ethics, corporate social responsibility, business planning and development, effective leadership, and the fundamentals of accounting, budgeting, and marketing principles. These are all essential skills businesses are looking for. You will also become skilled in learning how to analyze and solve problems faced by managers in corporations, small businesses, government agencies, and nonprofit organizations. You will gain the knowledge needed to be successful through the exploration of business communication, economic theory, and effective forecasting.

You will have the opportunity to build a business plan relevant to your career aspirations that integrates the skills and knowledge you've learned in your courses. You will benefit from a hands-on internship experience in a real business environment. Upon completion of the program, you will be prepared for excellent career opportunities in the field or for transition into your bachelor's degree program.

# CURRICULUM

General Education Requirements - 24-25 credits		
ENG 101	English Composition	3
ENG 1XX	Writing Competency <small>(WR)</small>	3
COM 1XX	Communications Competency <small>(COM)</small>	3
CAP 1XX	Computer Literacy Competency <small>(CL)</small>	3
MATH 1XX	Math Competency <small>(MATH)</small>	3
PSY 112	Introduction to Psychology <small>(SS)</small>	3
	Science Competency <small>(SCI)</small>	3-4
	Cultural Competency <small>(CU or E/P)</small>	3

Core Requirements - 3 credits		
IDA 120	Intellectual Discovery Strategies OR Business Elective	3

Major Core Requirements - 21 credits		
<b>Freshman Year</b>		
BUS 101	Introduction to Management OR	
BUS 107	Introduction to Nonprofit Management	3
BUS 110	Business Law and Ethics	3
BUS 135	Customer Relations in a Multicultural World	3
ACC 1XX	Accounting Elective	3
<b>Sophomore Year</b>		
ECN 1XX	Economics Elective	3
BUS 132	Budgeting and Planning	3
BUS 299	Cooperative Work Assignment	3

Electives - 12 credits		
BUS 1XX	Elective OR	
ACC 1XX	Elective	3
BUS 2XX	Electives OR	
ACC 2XX	Elective	6
OPEN	Elective	3

Total Credits: 60-61

Entrepreneurship Concentration Requirements - 12 credits		
<b>Freshman Year</b>		
BUS 150	Small Business & Entrepreneurship	3
BUS 215	Marketing	3
<b>Sophomore Year</b>		
BUS 210	Business Planning and Development	3
ACC 220	Managerial Accounting OR	
ECN 285	Managerial Economics	3

Human Resource Management Concentration Requirements - 12 credits		
<b>Freshman Year</b>		
BUS 115	Human Resource Management	3
PSY 205	Organizational Behavior	3
<b>Sophomore Year</b>		
BUS 230	Workforce Planning and Staffing	3
BUS 215	Marketing	3

Manufacturing Management Concentration Requirements - 12 credits		
<b>Freshman Year</b>		
BMM 101	Key Principles of Manufacturing	3
BMM 110	Technology in Advanced Manufacturing	3
<b>Sophomore Year</b>		
BMM 125	Manufacturing Logistics OR	
BMM 135	Green Manufacturing	3
BMM 210	Lean Manufacturing Principles	3

Office Management Concentration Requirements - 12 credits		
<b>Freshman Year</b>		
BUS 215	Marketing	3
BUS 115	Human Resource Management	3
<b>Sophomore Year</b>		
BUS 230	Workplace Planning and Staffing	3
CAP 230	Database Applications	3

To view course descriptions visit:  
[www.goodwin.edu/academics/course-descriptions](http://www.goodwin.edu/academics/course-descriptions)

## TO REQUEST MORE INFORMATION, CONTACT:

Admissions  
 (800) 889-3282  
[www.goodwin.edu/contactus](http://www.goodwin.edu/contactus)