



BUSINESS ADMINISTRATION

PROGRAM DETAILS

Program Description

The Associate's degree in Business Administration teaches the principles and methods that are fundamental to the field. Required courses develop the student's general business knowledge, review a variety of essential management skills, and explore business administration practices. A host of courses in the areas of marketing, international business, IT and computer science can then be selected to satisfy elective credits. Throughout the educational process, students also gain computer literacy and fluency in software applications that are essential tools in business environments.

Upon graduating from the Atlantis University Business school with an Associate's diploma in Business administration, students have the higher education, diploma, and general qualifications needed to find employment in fields such as marketing, accounting, computer applications, human resources, leadership, management, and administration.

Program Objectives

1. Encourage students to use technology and other resources to remain current in the business fields of their choice.
2. Exercise the analytical and critical thinking processes of students so that they can make effective business decisions.
3. Train students to identify, analyze, and manage the sorts of legal and ethical issues that often arise in business environments.
4. Make sure that students can demonstrate effective written communication skills in a business environment.
5. Make sure that graduating students can if they so desire enter a Bachelor's program in business without further academic preparation.
6. Help students find entry-level employment in business, government, or any other industry in which business and marketing skills are needed.

ASSOCIATE OF SCIENCE DEGREE

Business Administration

ASSOCIATE'S DEGREE CREDITS (60 Credits required) – Transferrable
FIRST YEAR COURSES (30 Credits Required)

Course Number	Course Title	Credits	Pre-Requisites
General Education Requirements - 9 Credits Required			
Oral Communications ENGL 100	Language and Speech Communications	3.0	
Humanities PHIL 102	Legal and Ethical Issues	3.0	
Mathematics MATH 102	College Algebra	3.0	
Major Course Requirements – 15 Credits Required			
ACCTG 110	Accounting I	3.0	
BUS 101	Introduction to Business	3.0	
BUS 102	Business Administration and Management	3.0	
CIT 100	Introduction to Computers	3.0	
MRKT 101	Principles of Marketing	3.0	
Electives - 6 Credits Required (Select from the following courses)			
BUS 108	Administration of Sales and Inventories	3.0	
CIT 111	Introduction to Information Technology	3.0	
CIT 103	Information Systems I	3.0	
EMPL 101	Employment Skills	3.0	

SECOND YEAR COURSES (30 Credits Required)

Course Number	Course Title	Credits	Pre-Requisites
General Education Requirements - 6 Credits Required			
Communications ENGL 200	English Composition I	3.0	
Behavioral Science PSY 201	Psychology	3.0	
Major Course Requirements – 18 Credits Required			
ECON 202	Principles of Economics (Microeconomics)	3.0	
BUS 200	Business Law	3.0	
BUS 201	Strategy Management and Decision Making	3.0	
BUS 203	Operations Management	3.0	
BUS 223	Leadership and Human Resources	3.0	
STAT 200	Statistics	3.0	
Electives - 6 Credits Required (Select from the following courses)			
BUS 204	Project Management and Budgeting	3.0	ACCTG 110
CIT 210	Administrative Computer Systems	3.0	CIT 103 or CIT 111
IB 203	Fundamentals of Foreign Trade	3.0	ECON 202
MRKT 200	Marketing II	3.0	MRKT 101

★ **ASSOCIATE OF SCIENCE DEGREE**

1) Admission Requirements

As required by the Commission for Independent Education, students pursuing an Associate of Science Degree Program at ATLANTIS UNIVERSITY must successfully complete a minimum of 60 semester credit hours. The total credit hours for the Associate of Science Degree include: 15 credit hours (mandatory) of prescribed general education courses, and 45 credit hours of prescribed major courses (including 12 credits of Elective Courses).

1. Must be 18 years or older or have written permission from a parent or legal guardian.
2. Complete enrollment agreement for associate degree.
3. Complete in-person interview.
4. Provide a copy of their high school diploma or GED or similar and translated document if they completed secondary education in another country. Documents from non-English speaking countries must be translated into English.
5. Provide official transcript from other licensed or approved postsecondary schools if seeking transfer credit. Documents must be translated into English.
6. Evidence of English proficiency is required if a student's primary language is not English. The applicant must take the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 must be achieved on the written format or 173 on the computer version. TOEFL scores will be sent from ETS/TOEFL to the campus at the request of the student. Fees for having test scores sent to the campus by the TOEFL testing office range from \$17 to \$29 and are paid for by the student. The institution will assist students in expediting this process. Also, the institution maintains a list of Prometric centers/ testing sites where the TOEFL is administered in the area. Please see the admissions department for more information.
7. Official transcripts and any other documentation must be forwarded directly to the University by the granting institution.