



Business Administration, Associate of Applied Science

2026-2027 Catalog

Program Overview

The Associate of Applied Science in Business Administration is designed for students who want to enter the workforce after graduation rather than transfer to a four-year institution. This program provides practical training in business operations, management, human resources, finance, economics, and professional communication. Students develop the skills needed to solve workplace problems, analyze business information, communicate effectively in professional settings, and evaluate management practices within organizations. The program also introduces students to entrepreneurship and business strategy development, preparing graduates for careers in business, management, customer service, human resources, sales, and other business-related fields.

- Total Credit Hours Required: 60
- Program Length: 2 years
- Delivery Format: Face-to-Face, Online
- Credentials Awarded: Associate of Applied Science
- ADHE Degree Code: 0307

Fall Term 1

Course ID	Course Name	Credit Hours	Notes
ENGL 10103	Composition I	3	
MATH 11003 MATH 11103	College Algebra or Quantitative Literacy	3	
CSPI 10003	Introduction to Computers	3	
BUSI 10103	Introduction to Business	3	Online *Pre-Req meet English score requirement
BUSI 23333	Introduction to Management	3	Online *Pre-Req meet English score requirement
	Term Total	15	

Spring Term 1

Course ID	Course Name	Credit Hours	Notes
ENGL 10203 ENGL 20203	Composition II or Technical Writing	3	
	Social Science Elective	3	
BUSI 12303	Professionalism in the Workplace	3	
ITECH 13503	Electronic Spreadsheet	3	Online

Curriculum Approved: March 2026

Updated: 03/13/2026

Course ID	Course Name	Credit Hours	Notes
			*Pre-Req Intro to Computers
BUSI 13663	Introduction to Marketing	3	*Pre-Req Intro to Business
	Term Total	15	

Summer Semester

Course ID	Course Name	Credit Hours	Notes
	Term Total		

Fall Term 2

Course ID	Course Name	Credit Hours	Notes
ACCT 20003	Principles of Accounting I	3	*Pre-Req meet English score requirement
BLAW 20003	Business Law	3	*Pre-Req meet English score requirement
ECON 22003	Microeconomics	3	*Pre-Req meet English score requirement
BUSI 25003	Personal Finance	3	*Pre-Req meet English score requirement
BUSI 20103	Business Communications	3	*Pre-Req meet English score requirement
	Term Total	15	

Spring Term 2

Course ID	Course Name	Credit Hours	Notes
BUSI 21063	Human Resource Management	3	*Pre-Req meet English score requirement
BUSI 24003	Entrepreneurial Leadership	3	*Pre-Req meet English score requirement
ACCT 20103	Principles of Accounting II	3	*Pre-Req Principles of Accounting I
ECON 21003	Macroeconomics	3	*Pre-Req meet English score requirement
ACCT 22143	Payroll Accounting	3	*Pre-Req Principles of Accounting I
	Term Total	15	

Program Requirements

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Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Courses not having an ACTS number may also transfer. Please consult the receiving institution for complete transfer information. To review the Arkansas Course Transfer System, visit <https://adhe.edu/students-parents/transfer-info-for-students>.

Stackable Credentials

General Business, Certificate of Proficiency (1 semester)

ADHE Degree Code: 2519

Course ID	Course Name	Credit Hours	Notes
BUSI 12303	Professionalism in the Workplace	3	Fall/Spring
BUSI 10103	Introduction to Business	3	Fall
CSPI 10003	Introduction to Computers	3	Fall
BUSI 20103	Business Communications	3	Fall
	Total Credit Hours for Certificate of Proficiency	12	

General Business, Technical Certificate

ADHE Degree Code: 4850

For Technical Certificate students will complete the above Certificate of Proficiency in General Business courses (12 credit hours) plus the following courses.

Course ID	Course Name	Credit Hours	Notes
ACCT 20003	Principles of Accounting I	3	Fall
ENGL 10103	Composition I	3	
BLAW 20003	Business Law	3	Fall
BUSI 23333	Introduction to Management	3	Fall
ITECH 13503	Electronic Spreadsheet	3	Spring
ECON 22003	Microeconomics	3	Fall
	Total Credit Hours for Technical Certificate	30	

Business Administration, Associate of Applied Science

ADHE Degree Code: 0307

AAS students will complete the above Certificate of Proficiency courses and Technical Certificate courses (31 credit hours) plus the following courses.

Course ID	Course Name	Credit Hours	Notes
ACCT 22143	Payroll Accounting	3	Fall
BUSI 13663	Introduction to Marketing	3	Spring
BUSI 21063	Human Resource Management	3	Spring
BUSI 24003	Entrepreneurial Leadership	3	Spring
BUSI 25003	Personal Finance	3	Fall
ACCT 20103	Principles of Accounting II	3	Spring
ECON 21003	Macroeconomics	3	Spring
MATH 11003 MATH 11103	College Algebra or Quantitative Literacy	3	
ENGL 10203 ENGL 20203	Composition II or Technical Writing	3	
	Social Science Elective	3	

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	Total Credit Hours for AAS	60	
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