



**FOR MORE INFORMATION  
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Neosho County Community College  
800 W. 14th Street  
Chanute, KS 6720-2699



**NEOSHO COUNTY  
COMMUNITY COLLEGE**  
*The education you need. The attention you deserve.*  
**CHANUTE**



# NEOSHO COUNTY COMMUNITY COLLEGE - CHANUTE

## Business Administration ~ Associate of Science

The Associate of Science with emphasis in Business Administration is a two-year degree for students who intend to transfer to a university upon graduation from NCCC. Upon transfer, chosen majors may include Accounting, Business Administration, Computer Science-Information Systems, Economics, Finance, Management, and Marketing.

### PREREQUISITES

You will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites.

### GENERAL EDUCATION (GE) COURSES

In order to graduate with a college degree, all students are required to take certain general education courses. These include courses in English composition, speech, wellness, science, art and humanities, mathematics, computer systems, and social and behavioral sciences.

### PROGRAM CORE COURSES

MGMK 101 Introduction to Business, CSIS 130 Introduction to Computer Information Systems or CSIS 100 Computer Concepts & Applications, ACCT 201 Financial Accounting, ACCT 202 Managerial Accounting, ECON 200 Macro Economics and ECON 201 Micro Economics.

### PROGRAM ELECTIVE COURSES

BUSO 114 Business Law, MGMK 136 Marketing, MGMK 147 Introduction to Management or MGMK 105 Small Business Management, BUSO 118 Business Communications and MATH 143 Elementary Statistics.

### PROGRAM OUTCOMES

1. Display adequate human relations skills and recognize the relationship to customer service, employee relations, teamwork and productivity
2. Recognize the importance of attendance and personal appearance in achieving organizational and career goals.
3. Demonstrate the proper use of different forms of electronic communications
4. Display a set of personal and business standards/values that are socially acceptable in regard to family, work, and diverse cultural situations
5. Demonstrate a basic knowledge of marketing
6. Demonstrate the use of basic accounting terminology, principles, and practices involving business situations
7. Prepare and evaluate basic external financial statements, including an income statement, balance sheet, and statement of cash flows
8. Discuss the basic principles and problems of economics
9. Describe the function of money, money development, and operations of the money and banking system.
10. Utilize computer application software

### COURSE SEQUENCE

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation.

### Associate of Science

#### Suggested Sequence of Courses

##### (Fall) Semester I

MGMK 101	Introduction to Business .....	3
ACCT 108	College Accounting (if no previous acct.)	
	Or Business Program Course .....	3
CSIS 100	Computer Concepts & Applications or	
CSIS 130	Intro to Computer Info Systems.....	3
ENGL 101	English Composition I.....	3
COMM 207	Fundamentals of Speech .....	3
PSYC 100	College Orientation.....	1
	<b>Total-</b>	<b>16</b>

##### (Spring) Semester II

ACCT 201	Financial Accounting .....	3
ENGL 289/299	English Composition II.....	3
MATH 113	College Algebra or Higher Level ....	3
PSYC 155	General Psychology .....	3
HPER 150	Lifetime Fitness .....	1
	Arts and Humanities Approved	
	Course .....	3
	<b>Total-</b>	<b>16</b>

##### (Fall) Semester III

ECON 200	Microeconomics.....	3
	Biology Science with Lab .....	5
	Social Science Approved Course....	3
	Arts and Humanities Approved	
	Course .....	3
	Transfer Courses.....	4
	<b>Total-</b>	<b>18</b>

##### (Spring) Semester IV

ACCT 202	Managerial Accounting.....	3
ECON 201	Macroeconomics .....	3
	Arts and Humanities Approved	
	Course .....	3
	Elementary Statistics or	
	Transfer Course.....	3
	Physical Science with Lab.....	5
	<b>Total-</b>	<b>17</b>

**Total Program Credits .....** **67**