



# VISTA COLLEGE ONLINE CAMPUS

YOUR PATH TO A BETTER LIFE STARTS WITH ONLINE CAREER TRAINING AT HOME

## ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION ONLINE

The online Associate of Applied Science Degree in Business Administration is designed to develop skills in business procedure, business management, leadership, and computer applications that are necessary in today's automated office environment. The associate degree program provides a combination of academic theory through the general education courses and technical skills through the technical courses that are necessary for today's business environment. Program objectives include: (1) developing human-relations skills that enable students to work effectively as group members and to organize and delegate tasks, (2) utilizing accounting-based skills, (3) utilizing computer applications with accuracy, (4) developing practices and policies required to meet short- and long-range organizational needs and opportunities, and (5) recognizing the importance of business ethics and social responsibility in business operations. Graduates of this program may find entry-level employment in business offices, government agencies, or any other type of business environment and may work in roles such as an office manager, an administrative assistant, a customer service representative, etc. Upon completion of the program, an Associate of Applied Science is awarded.

## COURSE DETAILS

COURSE NO.	COURSE TITLE	THEORY HRS.	LAB HRS.	QUARTER CREDIT HRS.
ACNT 1451-O	Computerized Accounting	15	65	4.5
ACNT 1452-O	Accounting Software	15	65	4.5
BMGT 1451-O	Principles of Management	45	0	4.5
BMGT 2453-O	Principles of Business Finance	45	0	4.5
BUSG 1451-O	Introduction to Business	45	0	4.5
BUSG 1452-O	Business Law	45	0	4.5
BUSI 1453-O	Business Ethics	45	0	4.5
BUSI 1454-O	Customer Service	45	0	4.5
HRPO 2451-O	Human Resources	45	0	4.5
MRKG 2450-O	Marketing	45	0	4.5
POFI 1451-O	Business Word Processing	15	65	4.5
POFI 2452-O	Spreadsheets	15	60	4.5
POFT 1450-O	Professional Strategies	45	0	4.5
POFT 2451-O	Business Correspondence and Communication	35	20	4.5
POFT 4451-O	Career Strategies	45	0	4.5
GENERAL EDUCATION COURSES				
COSC 1451-O	Computer Science	45	0	4.5
ENGL 1451-O	English Composition I	45	0	4.5
MATH 2451-O	Contemporary Mathematics	45	0	4.5
PSYC 2451-O	General Psychology	45	0	4.5
SPCH 2451-O	Speech Communication	45	0	4.5
	<b>Total</b>	<b>770</b>	<b>275</b>	<b>90</b>

TOTAL CLOCK HOURS: 1045

ESTIMATED COMPLETION TIME: 100 WEEKS



---

## **COURSE DESCRIPTIONS**

---

### **ACNT 1451-O COMPUTERIZED ACCOUNTING**

**CONTACT HOURS: THEORY - 15 LAB - 65 (80 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the relationship between accounting and information technology. Emphasis is on utilizing application software to perform accounting tasks, maintain records, prepare reports, analyze reports for a business entity, complete projects, and apply the components of general ledger software in Quick Books.

### **ACNT 1452-O ACCOUNTING SOFTWARE**

**CONTACT HOURS: THEORY - 15 LAB - 65 (80 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the utilizing the computer in maintaining accounting records with the primary emphasis on a general ledger package in Quicken, a popular accounting software package.

### **BMGT 1451-O PRINCIPLES OF MANAGEMENT**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the concepts, terminology, principles, theories, and issues relevant to the field of management. Emphasis is placed on various theories, processes, and functions of management as well as on the integration of behavioral and systematic approaches into the traditional analysis of business. Additional topics include decision making, planning strategies, and leadership skills.

### **BMGT 2453-O PRINCIPLES OF BUSINESS FINANCE**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the financial dynamics of a business. Topics include the study of promotional distribution and pricing techniques, product management, various financial statements and their organizational purposes, business trends, and events that may change the future of business.

**BUSG 1451-O INTRODUCTION TO BUSINESS****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on the fundamentals of business in an increasingly global society and serves as an introduction to business terminology, business concepts, business environments, business systems, business strategies, and current business issues. Topics include the business environment, business ethics and law, entrepreneurship, global business, management, and marketing.

**BUSG 1452-O BUSINESS LAW****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on the legal system as it relates to business. Emphasis is placed on the study of the uniform commercial code, contracts for the sale of goods, commercial paper, personal property, bailments, real property, wills, trusts, insurance, agency law, partnerships, corporations, and computerized legal research.

**BUSI 1453-O BUSINESS ETHICS****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Emphasis is on ethical corporate responsibility.

**BUSI 1454-O CUSTOMER SERVICE****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on defining customer service, identifying the elements involved in the customer service process, and applying problem-solving techniques to resolve both internal and external customer challenges.

**ECON 3451-O MACROECONOMICS****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course focuses on the relationship among major economic aggregates such as households, firms, and the government. Emphasis is placed on gross domestic product, national income, economic growth, unemployment, inflation, the business cycle, fiscal policy, monetary policy, and international trade.

**HRPO 2451-O HUMAN RESOURCES**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the basic principles of human resources. Emphasis is placed on work analysis, workforce planning, recruiting, staffing, training, and performance of employees. This foundation is used to examine how the human resources professional manages compensation, labor relations, safety issues and health issues of employees, and discipline and procedural justice.

**MRKG 2450-O MARKETING**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses the introduction to the marketing mix functions and process. Emphasis is placed on identifying the marketing mix components in relation to market segmentation, explaining the environmental factors which influence consumer and organizational decision-making processes, and outlining a marketing plan.

**POFI 1451-O BUSINESS WORD PROCESSING**

**CONTACT HOURS: THEORY - 15 LAB - 65 (80 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on developing skills in utilization of Office Word. Emphasis is placed on skill and accuracy of the applications of Microsoft Word.

**POFI 2452-O SPREADSHEETS**

**CONTACT HOURS: THEORY - 15 LAB - 60 (75 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on skill development in concepts, procedures, and application of spreadsheets. Emphasis is on spreadsheet terminology and concepts, calculating data using formulas and functions, creating and modifying workbooks, inserting graphics, generating charts and reports, and how to create and use special functions.

**POFT 1450-O PROFESSIONAL STRATEGIES**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the skills required to be successful in college and in your career. Emphasis is on time management, goal setting, and research techniques.

**POFT 2451-O BUSINESS CORRESPONDENCE AND COMMUNICATION**

**CONTACT HOURS: THEORY - 35 LAB - 20 (55 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the development of writing and presentation skills to produce effective business communications. Emphasis is on creating effective business documents, evaluating business documents, and applying ethical communication practices.

**POFT 4451-O CAREER STRATEGIES**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on career planning and job searching. Emphasis is on writing effective resumes, sources of job leads, techniques for successful interviewing, and the follow-up process in the career search.

**GENERAL EDUCATION COURSES**

**COSC 1451-O COMPUTER SCIENCE**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on various information and communication technologies. Emphasis is placed on how information systems are used to solve problems.

**ENGL 1451-O ENGLISH COMPOSITION I**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on developing written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**MATH 2451-O CONTEMPORARY MATHEMATICS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on the treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics.

**PSYC 2451-O GENERAL PSYCHOLOGY**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on human behavior. Emphasis is placed on biological foundations, the brain,

sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**SPCH 2451-O SPEECH COMMUNICATIONS**

**CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)**

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course focuses on human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.