



VISTA COLLEGE ONLINE CAMPUS

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

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION ONLINE

The online Bachelor of 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. This Bachelor of Science degree program provides a combination of academic theory through general education courses, which prepare students for productive lives, community engagement, a diverse and rapidly changing world, and a lifetime of learning while the technical skills prepare for employment in 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, (5) developing various media skills, and (6) 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, a Bachelor of Science degree 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 2451-O	Production and Operations Management	45	0	4.5
BMGT 2453-O	Principles of Business Finance	45	0	4.5
BMGT 3452-O	Strategic Management*	45	0	4.5
BMGT 4452-O	Project Management*	45	0	4.5
BMGT 4453-O	Leadership	45	0	4.5
BUSG 1451-O	Introduction to Business	45	0	4.5
BUSG 1452-O	Business Law	45	0	4.5
BUSG 3454-O	Business Organizations	45	0	4.5
BUSG 3455-O	Investments and Securities*	45	0	4.5
BUSG 4451-O	Corporate Finance*	45	0	4.5
BUSG 4452-O	Entrepreneurship	45	0	4.5
BUSI 1453-O	Business Ethics	45	0	4.5
BUSI 1454-O	Customer Service	45	0	4.5
BUSI 3451-O	Public Relations	45	0	4.5
BUSI 3452-O	Sales Management	45	0	4.5
ECON 3451-O	Macroeconomics	45	0	4.5
ECON 4451-O	Microeconomics	45	0	4.5
HRPO 2451-O	Human Resources	45	0	4.5
HRPO 4451-O	Organizational Behavior	45	0	4.5
MATH 4451-O	Statistics	45	0	4.5

COURSE NO.	COURSE TITLE	THEORY HRS.	LAB HRS.	QUARTER CREDIT HRS.
MRKG 2450-O	Marketing	45	0	4.5
MRKG 3451-O	e-Commerce	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				
COMM 3451-O	Communications	45	0	4.5
COSC 1451-O	Computer Science	45	0	4.5
ENGL 1451-O	English Composition I	45	0	4.5
ENGL 3451-O	English Composition II*	45	0	4.5
GOVT 3451-O	Political Science	45	0	4.5
HIST 4452-O	U.S. History	45	0	4.5
MATH 2451-O	Contemporary Mathematics	45	0	4.5
PSYC 2451-O	General Psychology	45	0	4.5
SOCI 4451-O	Sociology	45	0	4.5
SPCH 2451-O	Speech Communication	45	0	4.5
Total		1670	275	180.0

TOTAL CLOCK HOURS: 1945

ESTIMATED COMPLETION TIME: 200 WEEKS

* Indicates prerequisite exists. Students must complete the prerequisite course prior to entry into this course or have the instructor's permission to enter the course.



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 2451-O PRODUCTION AND OPERATIONS MANAGEMENT

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on the fundamental of techniques used in the practice of production and operations management. Emphasis includes location, design, and resource allocation

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.

BMGT 3452-O STRATEGIC MANAGEMENT

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: BMGT 1451-O

This course focuses on the strategic management process, including analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. Emphasis is placed on the processes involved in management strategy development and how to develop an organizational strategic management plan.

BMGT 4452-O PROJECT MANAGEMENT

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: BMGT 1451-O

In this course, students examine the essential aspects of project management. Emphasis is placed on modern practices in project management, project planning, project communication, project monitoring, project budgeting, project scheduling, project termination, continuous improvement, and project management information systems.

BMGT 4453-O LEADERSHIP

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course is designed to familiarize students with the basic principles of leadership. The course begins with an analysis of leadership and interaction, contingency theories, leadership qualities, leadership abilities, and developing leadership. Ethics and values, leadership behavior, and leadership styles also are explored. This foundation is used to examine management in terms of productivity, understanding people, and group and team dynamics. Other topics include change in leadership and its effects.

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.

BUSG 3454-O BUSINESS ORGANIZATIONS

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on the law of agency, sole proprietorships, partnerships, corporations, and other emerging business entities.

BUSG 3455-O INVESTMENTS AND SECURITIES

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: BMGT 2453-O

This course focuses on the terminology and changes in the stock market as a result of economic and political events and changes in interest rates and taxes.

BUSG 4451-O CORPORATE FINANCE

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: BMGT 2453-O

This course focuses on the theory and the practice of decision making within a corporation. Emphasis is placed on the goals of corporations, how corporations finance themselves, securities, present value, stocks, determining cash flows, and budgeting.

BUSG 4452-O ENTREPRENEURSHIP

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on starting, operating, and growing a small business including essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

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.

BUSI 3451-O PUBLIC RELATIONS

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on the exploration of the history and the development of public relations and includes the process of planning, implementation, and evaluation of PR campaigns.

BUSI 3452-O SALES MANAGEMENT

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on identifying the elements and steps involved in sales, defining the principles of selling, exploring the questions that qualify a client, identifying the process to close a sale, and managing the sales personnel for success.

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.

ECON 4451-O MICROECONOMICS

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior, competition and monopoly, and welfare economics.

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.

HRPO 4451-O ORGANIZATIONAL BEHAVIOR

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course is designed to provide students with an opportunity to explore the behavior of individuals, groups, and organizations within today's dynamic work environment. Specific topics include the determinants of individual behavior and task performance, motivation theories, and performance management. Aspects of working with teams are covered, including conflict negotiation and organizational politics, culture, structure, and design. Additional topics include changing management and leadership.

MATH 4451-O STATISTICS

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on the principles of statistics, skill development in computation, and calculation of data. Emphasis is on statistical reports, formulating statistics for administrative reporting needs and requirements of government regulatory agencies, how to analyze statistics, data validity and reliability and how to assess methods of collecting data with appropriate methods of data display.

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.

MRKG 3451-O E-COMMERCE

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on the electronic tools utilized in marketing and marketing communication used in developing customer relations. Emphasis is on performing market analysis, developing e-marketing goals, evaluating electronic communications, identifying target audiences, and designing and evaluating customer feedback techniques.

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

COMM 3451-O COMMUNICATIONS

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course focuses on the history, the principles, and the techniques of interpersonal, organizational, and mass communication. Emphasis is placed on written, verbal, and visual formats.

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.

ENGL 3451-O ENGLISH COMPOSITION II

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: ENGL 1451-O

This course builds on the writing skills learned in English Composition I. In addition to reviewing the writing process, students are introduced to research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GOVT 3451-O POLITICAL SCIENCE

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course covers the discipline of political science focusing on the scope and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

HIST 4452-O U.S. HISTORY

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course covers the history of the United States from first discovery and settlement through the Reconstruction Era following the Civil War. It examines the social, the political, the religious, and the economic events and influences that shaped the nation and its people.

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.

SOCI 4451-O SOCIOLOGY

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

TOTAL QUARTER CREDIT HOURS: 4.5

PREREQUISITES: NONE

This course provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions such as religion, education, healthcare, government, economy, and environment. The family as a social structure is also examined.

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.