



# VISTA COLLEGE ONLINE CAMPUS

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

## ASSOCIATE OF APPLIED SCIENCE DEGREE - BUSINESS ADMINISTRATION AND LEADERSHIP ONLINE

The online associate degree in Business Administration and Leadership is an evidence-based program designed to provide students with a comprehensive platform from which to build a career in service, retail, and other general business sectors. Students will learn management and leadership skills, as well as four fundamental business disciplines: leadership, marketing, strategy and finance. Throughout the program, students can demonstrate their mastery of topics by earning digital competency badges in management, communication, and leadership through individual assessments and application projects. Graduates of this program may find entry-level employment in business offices, government agencies, service and retail industries, or any other type of business or office environment. Graduates may work in roles such as administrative assistant, customer service representative, or office manager. Upon completion of the program, an Associate of Applied Science degree is awarded.

## COURSE DETAILS

COURSE NO.	COURSE TITLE	THEORY HRS.	LAB HRS.	QUARTER CREDIT HRS.
ACNT 1453-O	Accounting	45	0	4.5
BMGT 1452-O	Management	45	0	4.5
BMGT 1453-O	Leadership Principles	45	0	4.5
BMGT 1454-O	Small Business Management	45	0	4.5
BMGT 1455-O	Project Management	45	0	4.5
BUSG 1452-O	Business Law	45	0	4.5
BUSI 1451-O	Business Math	30	30	4.5
BUSI 1453-O	Business Ethics	45	0	4.5
COMM 1451-O	Oral Communication	45	0	4.5
HRPO 1450-O	Human Resources Management	45	0	4.5
MRKG 1450-O	Marketing Principles	45	0	4.5
POFI 1450-O	Computer Applications	30	30	4.5
POFT 1450-O	Professional Strategies	45	0	4.5
POFT 1451-O	Business Communication	45	0	4.5
POFT 4451-O	Career Strategies	45	0	4.5

**GENERAL EDUCATION COURSES**

ENGL	1452-O	Composition I	45	0	4.5
GOVT	1450-O	American Government	45	0	4.5
MATH	2452-O	College Math	45	0	4.5
PSYC	2452-O	Psychology	45	0	4.5
SCIT	1450-O	Introduction to Environmental Science	45	0	4.5
<b>Totals</b>			<b>870</b>	<b>60</b>	<b>90</b>

**TOTAL CLOCK HOURS: 930**

**ESTIMATED COMPLETION TIME: 104 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.



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## **COURSE DESCRIPTIONS**

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### **ACNT 1453-O ACCOUNTING**

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

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

This course exposes students to a general manager's point of view of accounting practices. Students will learn bookkeeping, debit and credit practice, ledgers, working papers, adjusting and closing entries, income statement, balance sheets, and statement of owner's equity, cash, payroll, special journals, merchandising firms. Students will learn how to read and work with a profit & loss statement.

### **BMGT 1452-O MANAGEMENT**

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

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITE: NONE**

This course examines the roles, goals, and functions of management. Students will learn organization and planning, decision making, staffing, strategy, and the difference between management and leadership. Mastery of course outcomes will be demonstrated through the completion of an application project.

### **BMGT 1453-O LEADERSHIP PRINCIPLES**

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

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITE: NONE**

Students will examine individual, group and organizational behavior as it affects performance and productivity in the workplace. Through the course, they will explore issues such as diversity, leadership, teamwork, motivation, employee development, ethics, decision making and problem solving toward the goal of improving interpersonal effectiveness on the job. Mastery of course outcomes will be demonstrated through the completion of an application project.

### **BMGT 1454-O SMALL BUSINESS MANAGEMENT**

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

**TOTAL QUARTER CREDIT HOURS: 4.5**

**PREREQUISITES: NONE**

Students are exposed to practical information such as site selection, managing personnel, merchandising, buying, pricing, financial management, store security, and information systems. Students will be able to describe the skills required to manage a small business and will solve common small business challenges. Students will utilize the principles of market research and other tools learned to analyze opportunities and consumers' responses.

**BMGT 1455-O PROJECT MANAGEMENT****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

In this course, students learn the fundamentals of project management. Students learn how to initiate, plan, and execute a project that meets objectives. Key components of project management including project scope, time, risk factors, and cost management are explored. Students learn how to oversee projects, break down projects into manageable segments, and methods to improve communications.

**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 1451-O BUSINESS MATH****CONTACT HOURS: THEORY - 30 LAB - 30 (60 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

Students are exposed to basic math and statistical problems encountered in business situations. Students in this course will solve business problems using algebraic formulas, and demonstrate their ability to read, write, round off, add, subtract, multiply, and divide whole decimals. Students will compute simple interest, monthly payments, and compute wages based on hours worked. Students learn how to calculate discounts, basic statistics such as mean and mode, and construct basics graphs including a histogram, trend chart, and pie chart.

**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.

**COMM 1451-O ORAL COMMUNICATION****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

In this course, students learn the process of transferring oral and non-verbal meanings and the techniques that help to remove communication barriers. Emphasis is given on how to effectively delegate work assignments, plan, problem solve, conference, counsel employees, and make oral presentations. Mastery of course outcomes will be demonstrated through the completion of an oral presentation.

**HRPO 1450-O HUMAN RESOURCES MANAGEMENT****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 45****PREREQUISTE: NONE**

Students are introduced to the management of human resources as well as the impact of human resource activities and accountability to the organization. Human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensations, benefits, and employee rights are discussed and described.

**MRKG 1450-O MARKETING PRINCIPLES****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITE: NONE**

Students in this course study the interacting business activities designed to plan, price, promote, and distribute want-satisfying products and services to present and potential customers. Students learn the process through which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges with target buyers. Pricing strategies, place and promotion tactics, and the importance of product creation to meet customer needs are explored.

**POFI 1450-O COMPUTER APPLICATIONS****CONTACT HOURS: THEORY - 30 LAB - 30 (60 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This introductory course exposes students to software applications commonly used in a business environment. Using word processing software, students will create and format documents including inserting graphics and mail merging. Using spreadsheet software, students will create spreadsheets with basic formulas and functions and prepare charts to display the spreadsheet data. Using presentation software, students will create basic presentations. Students will also exchange data between programs.

**POFT 1450-O PROFESSIONAL STRATEGIES****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITE: NONE**

In this course, students will learn the skills required to be successful in college and in a career. Emphasis is placed on time management, goal setting, and research techniques.

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

Students in this course will analyze realistic business situations and select an appropriate letter-writing approach to bring about a desired outcome. Students will explore and write effective routine letters and memos, such as inquiry and request, claim, orders, and acknowledgements. Students will identify strategies for writing persuasive credit, collection, and sales letters that use emotional appeals, and compose a series of employment-related letters, such inquiry, application, and request for references.

**POFT 4451-O CAREER STRATEGIES****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

In this course, students will focus on career planning and the job search. Emphasis is placed on writing effective resumes, sources of job leads, techniques for successful interviewing, and the follow-up process in a career search.

**GENERAL EDUCATION COURSES****ENGL 1452-O COMPOSITION I****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course provides a general introduction to the principles of writing. Students will develop quality writing skills and knowledge of grammatical structures, including punctuation and spelling, through practice in writing and revising. Students will develop a research paper by gathering, summarizing, synthesizing and explaining information from various sources, while engaging in the writing process through multiple drafts and collaborating with peers through giving and acting on productive feedback.

**GOVT 1450-O AMERICAN GOVERNMENT****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This is an introductory course on American politics with an emphasis on constitutional foundations, individual rights and liberties, the decision-making process in Congress and the executive branch, the electoral process, and political participation. This course will prepare students for their public lives as citizens, members of communities, and professionals in society.

**MATH 2452-O COLLEGE MATH****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

In this course, students review contemporary mathematics, including basic math applications such as decimals, percentages, fractions, proportions, rates, units of measurement, finance, and probability. Students will apply these mathematical concepts to everyday life.

**PSYC 2452-O PSYCHOLOGY****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

This course introduces students to the psychological study of human behavior as it applies to daily living. The course includes social psychology, development through the life span, psychological disorders, and therapies. Students are exposed to concepts of conditioning, learning, thinking, memory, motivation, emotion, and stress.

**SCIT 1450-O INTRODUCTION TO ENVIRONMENTAL SCIENCE****CONTACT HOURS: THEORY - 45 LAB - 0 (45 HOURS)****TOTAL QUARTER CREDIT HOURS: 4.5****PREREQUISITES: NONE**

Students in this course will gain an understanding of ecological principles and how to handle environmental problems such as water use, solid waste management, global warming, energy use, and conservation of irreplaceable natural resources. Students are exposed to environmental challenges and conversation techniques, in order to be conscientious stewards of nature and agents for a healthy and sustainable community.