

BACHELOR OF SCIENCE DEGREE



BUSINESS ADMINISTRATION

The online program prepares students for employment in a variety of private and public business organizations.



PROGRAM OVERVIEW

The objective of this program is to provide students with a broad base of knowledge and skills required to begin or to enhance a career in business administration. Students complete three distinct areas of study: general education, theory, and applied learning to develop practical working knowledge.

Gain In-Demand Skills Through Online Training!

COURSE LIST

Accounting II
Customer Relations & Servicing
Practical Computer Applications in Business
Accounting I
Word Processing/ Presentation Skills
Management for Success
Computerized Accounting
Introduction to Economics
Management Information Systems
Spreadsheet Skills
Foundations of Business Finance
Business Communications
Introduction to Human Resources
Introduction to Marketing
Project Management Foundations
Sales Principles
Small Business Management
Legal Environment of Business
Business Organizations
Organizational Behavior
Advanced Spreadsheets
Marketing Strategies
Management & Supervision
Financial Management
Principles of Public Policy and Administration
Production and Operations Management
Research & Analysis
Global Business
Business Administration Capstone
Leadership
Business Policy

POTENTIAL JOB RESPONSIBILITIES

- Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Monitor the facility to ensure that it remains safe, secure, and well-maintained.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency. Acquire, distribute and store supplies.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.

GENERAL EDUCATION REQUIREMENTS

Interpersonal Communications
Critical Thinking
English Composition I
English Composition II
Report Writing
United States Government
20th Century World History
Principles of Macroeconomics

Principles of Microeconomics
Ethics
College Mathematics
Statistics
Organizational Dynamics
Introduction to Psychology
Environmental Science

SOURCE: www.onetonline.org/link/summary/11-1021.00, <https://www.onetonline.org/link/summary/11-3011.00>

Students who have earned an Associate Degree in Business Administration program at Miller-Motte Wilmington or another accredited institution of higher education may request an evaluation of credits earned and have the opportunity to be awarded up to 90 quarter credit hours of transfer credit toward the completion of the Bachelor of Science Degree in Business Administration. Students must take at least one course each in Natural Sciences/Mathematics, Humanities/Fine Arts, and Social/Behavioral Sciences. In addition, students must take two more general education courses. Programs not available to residents of CA state.

REGISTER TODAY! 866-592-6441 • www.miller-motte.edu

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