The Associates of Applied Science in Business Administration Online program provides students an opportunity to acquire knowledge, skills, competencies, and training for careers as entry level managers. Students learn the functions of management: planning, organizing, leading, and controlling. Also, students become familiar with different types of management, such as human resources management, production and operations management. Students apply what is learned in class to real life through an extern learning experience.

<table>
<thead>
<tr>
<th>PREFIX/NUMBER</th>
<th>COURSE REQUIREMENTS</th>
<th>THEORY/LAB HRS.</th>
<th>QUARTER CREDIT HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLBAD100</td>
<td>Business I Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD101</td>
<td>Management Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD102</td>
<td>Accounting Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD103</td>
<td>Business Law Online</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD104</td>
<td>Business II Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD105</td>
<td>Computerized Automated Accounting Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD106</td>
<td>Economics Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD107</td>
<td>Business Computer Information Systems Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD208</td>
<td>Human Resources Management Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD209</td>
<td>Production and Operations Management Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLBAD210</td>
<td>Introduction to Marketing Online*</td>
<td>45/45</td>
<td>6.5</td>
</tr>
<tr>
<td>OLGED201</td>
<td>Introduction to College Mathematics Online</td>
<td>90/0</td>
<td>9.0</td>
</tr>
<tr>
<td>OLGED202</td>
<td>Introduction to Computer Science Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
<tr>
<td>OLGED203</td>
<td>Introduction to Psychology Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
<tr>
<td>OLGED204</td>
<td>English Composition I Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
<tr>
<td>OLGED205</td>
<td>English Composition II Online</td>
<td>45/0</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total 765/495 98.5

TOTAL CLOCK HOURS: 1260
ESTIMATED COMPLETION TIME: 70 WEEKS

* Indicates prerequisite exists.
COURSE DESCRIPTIONS

OLBAD100- BUSINESS I ONLINE
THEORY – 45- LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS -6.5
Prerequisites: None
Business I Online incorporates an overview of the nature of business that includes the goal of business, the study of the economic systems, a brief history of the American economic system and its future outlook. Upon completion of this course, students will be familiar with all major aspects of the nature of the business environment.

OLBAD101- MANAGEMENT ONLINE
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS-6.5
Prerequisites: None
Management Online covers the concepts, terminology, principles, theories, and issues that relate to the field of management. The course provides students with introductory management and organization functions. Students learn to integrate behavioral and system approaches into the traditional analysis of business. Students learn decision making and planning strategies while developing leadership skills.

OLBAD102-ACCOUNTING ONLINE
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS-6.5
Prerequisites: None
The Accounting Online course covers basic accounting principles, the basic accounting equation, debits and credits, and analyzing transactions using T accounts. Accounting focuses on the completion of the accounting cycle and covers recording and posting transactions through the use of T analysis, adjustments, closing entries, and post closing trial balance. This course provides the tools for the preparation of financial statements that includes the Income Statement, Statement of Owners Equity and the Balance Sheet thereby providing the students with the familiarity of accounting in all major aspects of the current business environment. Students learn the beginning phases of the accounting cycle, debits, and credits, and how to analyze transactions using T accounts.

OLBAD103-BUSINESS LAW ONLINE
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS-6.5
Prerequisites: None
Business Law Online course includes an overview of the types of laws such as Constitutional law, statutes, torts, criminal law, and contract law, as well as emphasizes the role of law in business and society including the government regulations, consumer protection, environmental laws, worker health and safety, employment discrimination and other laws affecting business.

OLBAD104-BUSINESS II ONLINE
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS-6.5
Prerequisites: OLBAD100 Online-OLBAD103 Online
Business II Online is divided into several categories that include: human relations, human resources, marketing, accounting, financial analysis and money and the financial system. Marketing includes a study of promotional distribution and pricing techniques, along discuss business trends and events that will change the future business world. Upon completion of this course, students will be familiar with all major aspects of the current business environment

OLBAD105-COMPUTERIZED ACCOUNTING SYSTEMS ONLINE
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS-6.5
Prerequisites: OLBAD100 Online-OLBAD103 Online
Computerized Accounting Systems Online incorporates the accounting software package of Peachtree Accounting that provides the student with instruction on and integrated accounting software program. The course provides a step by step transaction entry guide for input of financial transactions that include writing checks; check payment process, invoicing, receipt of funds, bank deposits, time card entries, payment of time charged and other financial transaction activity that would be found in a real world business operation. The course teaches the student the report generation process and provides the generation and analysis of the major accounting reports such as accounts receivable, accounts payable, payroll, general ledger, journal activity as and the generation of financial statements such as the income statement, balance sheet and other financial real world reports for a business operation.

OLBAD106-ECONOMICS ONLINE
THEORY-45 LAB-45 (90 HOURS)
TOTAL QUARTER CREDIT HOURS-6.5
Prerequisites: OLBAD100 Online-OLBAD103 Online
Economics Online is an overview of the basic principles of economics. The course is designed to acquaint students with the workings of the national economy. Topics include the economic systems, markets and competition, money and banking,
production, income, and employment, economic activities and policies, and international economics.

**OLBAD107: BUSINESS COMPUTER INFORMATION SYSTEMS ONLINE**
**THEORY-45 LAB-45 (90 HOURS)**
**TOTAL QUARTER CREDIT HOURS-6.5**
**Prerequisites: OLBAD100 Online-OLBAD103 Online**
This course introduces various information and communications technologies and explains how information systems are used to solve problems and make better business decisions.

**OLBAD208: HUMAN RESOURCES MANAGEMENT ONLINE**
**THEORY-45 LAB-45 (90 HOURS)**
**TOTAL QUARTER CREDIT HOURS-6.5**
**Prerequisites: OLBAD100 Online-OLBAD107 Online**
Human Resource Management Online covers the concepts, terminology, principles, theories, issues and regulations that relate to the field of Human Resources.

**OLBAD209: PRODUCTION AND OPERATIONS MANAGEMENT ONLINE**
**THEORY-45 LAB-45 (90 HOURS)**
**TOTAL QUARTER CREDIT HOURS-6.5**
**Prerequisites: OLBAD100 Online-OLBAD107 Online**
Production and Operations Management Online is a course that incorporates engineered information driven activities of the supply chain such as communication, inventory management, warehousing, transportation, facility location, product service and support. With advances in technology and communications the activities have been significantly altered and have developed a need for analysis in a competitive environment focusing on supply chain management and manufacturing for competitive advantage. This becomes even more important due to product life cycles shrinking and competition becoming more intense and how this impacts business operations.

**OLBAD210: INTRODUCTION TO MARKETING ONLINE**
**THEORY-45 LAB-45 (90 HOURS)**
**TOTAL QUARTER CREDIT HOURS-6.5**
**Prerequisites: OLBAD100 Online-OLBAD107 Online**
In this course, the student gains an understanding of the dynamic field of marketing. The topics covered range from consumer behavior to marketing ethics and include market research, planning, strategy, product, pricing, promotions, distribution, wholesaling, and retailing. The focus is both domestic and global, with several real-world examples of marketing successes and failures.

**OLGED201: INTRODUCTION TO COLLEGE MATHMATICS ONLINE**
**THEORY-90 LAB-0 (45HOURS)**
**TOTAL QUARTER CREDIT HOURS-9.0**
Introduction to College Mathematics Online covers basic math topics such as solving for whole numbers and equations, understanding proper and improper fractions, converting decimals and figuring percentages. Other topics covered include calculating simple interest, annuities, loan amortization, checkbook reconciliation, and business statistical problems such as mean, median and mode.

**OLGED202: INTRODUCTION TO COMPUTER SCIENCE ONLINE**
**THEORY-45 LAB-0 (45HOURS)**
**TOTAL QUARTER CREDIT HOURS-4.5**
This course introduces the various information and communications technologies and explains how information systems are used to solve problems.

**OLGED203: INTRODUCTION TO PSYCHOLOGY ONLINE**
**THEORY-45 LAB-0 (45HOURS)**
**TOTAL QUARTER CREDIT HOURS-4.5**
This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**OLGED204: ENGLISH COMPOSITION I ONLINE**
**THEORY-45 LAB-0 (45HOURS)**
**TOTAL QUARTER CREDIT HOURS-4.5**
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**OLGED205: ENGLISH COMPOSITION II ONLINE**
**THEORY-45 LAB-0 (45HOURS)**
**TOTAL QUARTER CREDIT HOURS-4.5**
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.