



Business Administration

General Information

Northwest Florida State College offers a two-year program of study leading to an Associate of Applied Science (A.A.S.) degree in **Business Administration** with an emphasis in Management, Marketing, or e-Business. Students may also complete a College Credit Certificate in **Business Management, Marketing Operations** or **e-Business** while completing the A.A.S. degree requirements.

The A.A.S. program in Business Administration provides students with the training and knowledge needed to manage and direct employees, programs, and resources, hire staff, prepare budgets, and perform a variety of other tasks needed in this field. The NWFSC program includes content in business law, microcomputer applications, accounting, management, economics, marketing, organizational behavior, personnel management and more. The A.A.S. and certificate programs provide students with the educational background necessary for immediate entry into the job market.

For those who wish to pursue a bachelor's degree in Business, NWFSC provides all the prerequisite courses for the first two years of a four-year Business degree through the NWFSC Associate of Arts program of study. The A.A. degree with an emphasis in Business qualifies students for entry as a junior into an upper-division university program in Accounting, Finance, Management, Marketing, Business Economics, Management Information Systems and more. Consult with an NWFSC academic advisor to plan an A.A. program of study specific to the requirements of your planned bachelor's degree.

Accreditation

Northwest Florida State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees, certificates and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northwest Florida State College.

What is Business Administration?

A Business Administration degree opens up a variety of career options in Human Resources, Marketing, Advertising, Administrative/Office Management, Sales Agent, Real Estate, Business Management, Public Relations, Financial Management and more. Duties in these positions include managing various business operations, overseeing financial accounts and budgets, developing advertising, selling products, and other administrative duties. Possible employers include manufacturers, retail, wholesale, financial, service, and government.

[Over for more info>](#)



NORTHWEST FLORIDA
STATE COLLEGE

www.nwfsc.edu • Call (850) 729-4924

NWFSC Business and Computer Technology Division

An Equal Access/Equal Opportunity Institution

9/09

Plan Now To Begin Business Administration

New students may be admitted
at any time during the year.

**Classes begin in
January, February,
May, June, August
and October**

**Complete admission
forms now.**

See the NWFSC website for an
application for admission

www.nwfsc.edu

Schedule your free academic
advising appointment now.

Call (850) 729-6922

To begin the program you must:

- ❖ Have a high school diploma or GED high school equivalent diploma. If you have not yet completed a diploma, you may apply for admission, but must complete a diploma before you are admitted as a degree-seeking student.
- ❖ Submit admission and residency forms to NWFSC.
- ❖ Request official transcripts from high school, GED or any post-secondary institution attended.
- ❖ Meet with an academic advisor to plan a program of study before enrolling in classes.



Business Administration

What is the job outlook and salary range?

The job market in business, business services, and business administration is very strong. Career opportunities in business are among the fastest growing jobs in Florida. The estimated starting salary range for an Associate degree graduate in this region is between \$25,000 to \$30,000 a year.

When are the classes taught?

The coursework in this program is offered in the day, evening, on weekends and through distance learning to accommodate working students. Classes are offered at all six NWFSC locations.

What is the cost?

NWFSC fees are the lowest in Florida of any state college or university. A special in-state fee is available at NWFSC for Alabama residents. Vocational credit courses carry lower fees. Expenses such as textbooks and materials are additional. See www.nwfsc.edu for current fees.

Is Financial Aid available?

The mission of NWFSC is to serve everyone who can benefit from a college education. NWFSC offers an extensive financial aid program. More than \$13 million in financial assistance is awarded to NWFSC students annually through federal, state, and local grants, college work-study, loans and scholarships. For detailed information on financial aid and a complete list of available scholarships, refer to the NWFSC catalog, the NWFSC Financial Aid Office or visit the Financial Aid website at www.nwfsc.edu/financialaid. Local scholarships are available through the NWFSC Foundation. NWFSC Financial Aid staff are available to personally advise students on the steps necessary to apply for the various forms of financial aid.

I've taken courses at another college, will these count toward this program?

Have your transcripts of work completed at any regionally accredited college sent to the NWFSC Registrar's Office. Appropriate college staff will evaluate any previous courses you have taken and you will be notified if any may be applied to the Business Administration program.

Associate of Applied Science in Business Administration:



General Courses Education		Credit Hours
LIN 1670	Writing and Grammar or higher English course	3
_____	Humanities	3
MAT 1033A	Intermediate Algebra or higher math course	3
_____	Science	4
_____	Social Science	3
_____	General Education Electives	2

General Education Credits Required18

Core Courses		Credit Hours
GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
CGS 1100	Microcomputer Applications	3
ACG 2001	Accounting I	3
ACG 2011	Accounting II	3
MAN 2021	Management	3
ECO 2013	Economics I	3
CGS 1570	Computer Apps for Business	3

TOTAL CORE CREDITS REQUIRED24

Accounting Technology Option

With approval of academic advisor, select 22 credits:

Required Tech Courses		Credit Hours
ACG 2071	Managerial Accounting	3
ACG 2450	Comp. Apps. for Accounting	3

TOTAL TECHNICAL REQUIREMENTS 6

With approval of academic advisor, select 16 credits:

Technical Elective Courses		College Credits
ACO 1806	Payroll Accounting	3
TAX 2000	Federal Income Tax	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CTS 2104	Intro to Windows	3
GEB 2430	Business Ethics	3
GEB 1940	Internship - Business	3
SLS 1101	College Success	3
_____	Other Approved College Credits	_____

**Total Technical Electives Required16
Total Technical Credits Required22**

TOTAL PROGRAM CREDITS REQUIRED 64

Management Option

With approval of academic advisor, select 22 credits:

Courses		Credit Hours
Technical Elective Courses .College Credits		
OST 2335	Business Communications	3
MNA 2100	Organization Behavior	3
MAR 2011	Introduction to Marketing	3
ACG 2071	Managerial Accounting	3
BUL 2242	Business Law II	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CTS 2104	Introduction to Windows	3
GEB 2430	Business Ethics	3
MKA 2021	Professional Selling	3
MKA 2041	Retail Management	3
GEB 1940	Internship-Business	3
SLS 1101	College Success	3
_____	Other Approved College Credits	_____

Any Approved College Credit Course

**Total Technical Elective Credits Required 22
TOTAL CREDITS REQUIRED64**

Marketing Option

With approval of academic advisor, select 22 credits:

Courses		Credit Hours
OST 2335	Business Communications	3
MKA 2021	Professional Selling	3
MKA 2511	Advertising	3
ACG 2071	Managerial Accounting	3
BUL 2242	Business Law II	3
MAR 2011	Introduction to Marketing	3
MTB 1103	Business Math	3
MAN 2300	Personnel Management	3
CTS 2104	Introduction to Windows	3
GEB 2430	Business Ethics	3
MKA 2041	Retail Management	3
GEB 1940	Internship-Business	3
SLS 1101	College Success	3
_____	Other Approved College Credits	_____

Any Approved College Credit Course

**Total Technical Elective Credits Required22
TOTAL CREDITS REQUIRED 64**

Gainful Employment Information

- **U.S. Department of Labor's Standard Occupational Classification (SOC) Code:** 11-1020
- **Link(s) to Occupational Profile(s) on U.S. Department of Labor's O*NET:**
<http://www.onetonline.org/link/summary/11-1021.00>
- **On-time Graduation Rate¹:**
- **Tuition and Fees for Entire Program:**
- **Typical Costs for Books and Supplies for Entire Program:**
- **Job Placement Rate²:** 100%
- **Median Loan Debt Incurred (completers):** \$0.00

¹Source: NEXUS Student Information System

²Source: Florida Education and Training Placement Information Program (FETPIP)