

# Business Administration

## Winona Campus & Online

### OVERVIEW

**A degree in Business Administration from Minnesota State College Southeast will prepare you for a career with endless opportunities.**

Business Administration is a versatile degree, giving students a basic understanding of accounting, economics, marketing, and management along with business law and ethics. The role of a business administration professional encompasses a wide range of responsibilities in managing an organization in terms of time and resources.

The Business Administration Associate of Applied Science degree at Minnesota State College Southeast provides students with a basic knowledge of accounting, business, and economics while developing problem-solving, communication, and managerial skills.

With a degree in Business Administration from Minnesota State College Southeast you will obtain a well-rounded understanding of how to operate a business effectively and efficiently. Not only will you learn the theory and quantitative skills necessary for a business professional, you will also learn highly sought-after soft skills to be able to communicate effectively and give professional presentations.

The career outlook for those with a degree in Business Administration is strong. Almost every organization, from health care, to sports entertainment, to technology, has a need for professionals who can manage their business. The possibilities are endless!

### MAJORS WITHIN

Business Administration      AAS      60 credits

Estimated costs for each major including tuition, books and supplies are posted on [southeastmn.edu](http://southeastmn.edu) under Academics > Academic Programs by Degree.

### PROGRAM OUTCOMES

Program graduates will be able to:

1. Demonstrate foundational knowledge in accounting, economics, marketing, and management in the application of business concepts and theories.
2. Demonstrate effective skills in written and oral communication.
3. Apply mathematical, analytical, and business knowledge skills to formulate and solve problems and to make decisions relevant to the needs of business.
4. Demonstrate proficiency in personal computer operations and applications.
5. Demonstrate an understanding of human society and culture in order to function as an effective employee and citizen.
6. Apply the skills of making ethical business decisions.



### PROGRAM HIGHLIGHTS

2 year business administration degree

100% online option available

Excellent reputation with employers and students

Versatile and flexible degree provides pathways to variety of business career options

Student organizations such as Student Senate provide leadership and professional growth opportunities

### CAREER OPPORTUNITIES

Administrative Manager  
Executive Assistant  
Compliance Manager  
Administrative Officer  
Labor Relations Specialist

**southeastmn.edu**

A member of the Minnesota State system

Minnesota State College Southeast is an affirmative action/equal opportunity educator and employer.  
This document is available in an alternative format upon request by calling 877-853-8324 or 507-453-2700.



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## Sample Program Plan

Please note that this is a sample program schedule. Your schedule may vary depending upon your needs, goals, and course availability. Please meet with your advisor to plan your schedule each semester.

### Business Administration - AAS

Course No.	Course Name	Credits
<b>First Semester (Fall)</b>		
ACCT 2201	Financial Accounting	4
BUSN 1245	Business Computers	3
BUSN 2210	Legal Environment of Business	3
MNTC Goal 1	Written and Oral Communication	3
MNTC Goal 4	Mathematics	3
<b>Semester total</b>		<b>16</b>
<b>Second Semester (Spring)</b>		
ACCT 2202	Managerial Accounting	4
BUSN 2215	Business Ethics	3
BUSN 2000	Small Business Development	3
ADMS1419	Business Communications	3
ACCT1218	Spreadsheets Concepts and Applications	3
<b>Semester total</b>		<b>16</b>
<b>Third Semester (Fall)</b>		
BUSN 2225	Principles of Marketing	3
ECON 2530	Macroeconomics	3
BUSN, ACCT or SMGT	Technical Electives	3
MNTC Goal 5	History, Social, and Behavioral Science	3
MNTC Goal 6	Humanities and Fine Arts	3
<b>Semester total</b>		<b>15</b>
<b>Fourth Semester (Spring)</b>		
BUSN 2220	Principles of Management	3
ECON 2520	Microeconomics	3
BUSN, ACCT or SMGT	Technical Electives	4
GEN ED	Course from MnTC Goal 1-10 [see advisor for courses]	3
<b>Semester total</b>		<b>13</b>
<b>Total Required Credits</b>		<b>60</b>