

Administration and Finance

► Contact Information

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► Delivery Methods

Face-to-Face: Wahpeton
Online: Some Classes
Combination

Students earning an Associate of Applied Science degree (AAS) in Business Management can expect to formulate the knowledge, skills, and attitudes needed for a successful transition to a career-sustaining position or further study in one of several business career pathways.

The Administration and Finance emphasis prepares students towards pathways of:

- Administrative Support
- Business Information
- General Management
- Human Resource Management
- Operations Management
- Accounting
- Banking Services
- Insurance

To be successful, students should be willing to improve on their communication and presentation skills to demonstrate and carry themselves with a sense of professionalism. Students develop and hone these skills through the Business Management student organization Collegiate DECA.

These careers continue to be some of the largest and highest-paying segments of the job market and job prospects continue to be good for workers who stay up-to-date on the latest developments in their field and are constantly looking for new ways to contribute to the success of their business. Faculty advisors can help assist students in the development of an appropriate program to meet his/her career goals.

| Course Code | Course Title | Credits |
|-------------|------------------------------|---------|
| BADM 103 | *Leadership Techniques | 1 |
| BADM 201 | Principles of Marketing | 3 |
| BADM 202 | Principles of Management | 3 |
| BADM 234 | Customer Service | 1 |
| BADM 240 | Sales | 3 |
| BADM 251 | Personal Finance | 3 |
| BADM 281 | Organizational Behavior | 3 |
| BADM 282 | Human Resource Management | 3 |
| BADM 291 | Career Seminar | 3 |
| BUSN 120 | Fundamentals of Business | 3 |
| BUSN 170 | Entrepreneurship | 3 |
| BUSN 254 | Financial Statement Analysis | 3 |
| BUSN 282 | *Professional Development | 1 |

Related/General Education Courses

| | | |
|----------|--|---|
| ACCT 200 | Elements of Accounting I | 4 |
| ACCT 201 | Elements of Accounting II | 4 |
| ACCT 215 | Business in the Legal Environment | 3 |
| CIS 101 | Computer Literacy | 2 |
| COMM 110 | Fundamentals of Public Speaking | 3 |
| ECON 105 | Elements of Economics | 3 |
| | or ECON 201 Principles of Microeconomics (3) | |
| | or ECON 202 Principles of Macroeconomics (3) | |
| ENGL 110 | College Composition I | 3 |
| ENGL 125 | Introduction to Professional Writing | 3 |
| | or ENGL 120 College Composition II (3) | |
| FYE 101 | Science of Success | 1 |
| | Wellness Elective(s) | 2 |
| | MATH Elective (BOTE 108 or MATH 103) | 3 |
| | Electives | 3 |
| | <i>Choose 3 credits from the courses listed below.</i> | |
| BADM 217 | Promotion and Advertising (3) | |
| BADM 230 | Marketing Information Analysis (3) | |
| BADM 244 | Sales Seminar (3) | |
| BUSN 297 | Internship/Coop (1-5) | |
| PHIL 210 | Ethics (3) | |
| PSYC 111 | Introduction to Psychology (3) | |
| SOC 110 | Introduction to Sociology (3) | |

Total Required Credits **67**

* Includes membership in Collegiate DECA.

Admission Requirements*

The applicants must be high school graduates or equivalent. Work experience and marketing or general business courses are helpful.

Required minimum placement scores:

| ACT | ACCUPLACER | ACCUPLACER |
|--------------|-------------------------|------------------------|
| Reading – 14 | Reading Comp – 61 | <u>NEXT GENERATION</u> |
| English – 12 | WritePlacer – 3-4 | Reading – 240 |
| Math – 13 | Arithmetic – 51 | Writing – 237 |
| | Elementary Algebra – 25 | QAS – 225 |

Or transfer equivalencies will apply as appropriate

Applicants not meeting the above requirements are encouraged to visit with the academic counselor at 701-671-2263 or the BADM department chair at 701-671-2172 for strategies to meet the admission requirements.

**Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.*

Award

Upon successful completion of the required courses, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in Administration and Finance.

Revised: May 2021