

Administration and Finance

► Contact Information

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► Delivery Methods

Face-to-Face: Wahpeton
Face-to-Face: Fargo
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 the student's career goals.

NOTE: This program requires either an HP EliteBook 850 or ZBOOK 15 laptop or equivalent. Please refer to the NDSCS website for specifications. The cost will be approximately \$1065.00 for the EliteBook 850 and \$2100.00 for the ZBOOK 15, if purchased through NDSCS. For further information, contact Greg Anderson, department chair, at 701-671-2172.

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 215	Contemporary Moral Issues (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.

Please Note: Students are placed into English, math and reading courses based on ACT, ACCUPLACER or other nationally recognized tests. Please see www.ndscs.edu/current-students/student-success/test-center for the NDSCS Course Placement Policy and testing information. Students may be on an extended plan of study pending their course placement.

**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 2022