



Business Administration

Earn Your Associate Degree in Only 20 Months – 100% Online!

1

Don't Wait!

Our classes run year-round, with 8 week mods. And, attend just 2 days per week (no Friday's) to be a full time student!

2

Our Reputation

For more than 125 years, we've been training students for new careers while providing our partners with well trained professionals!

3

Enroll Today

Financial Aid and Veteran's benefits available for those who qualify; Limited class size – contact us today at 207.307.3900.

Career Opportunities

Upon successful completion of the program, students could seek or obtain entry-level employment in a professional business or business-related field(s), including:

- ✓ Healthcare Administration
- ✓ Public Relations Specialist
- ✓ Business Consultant
- ✓ Financial Analyst
- ✓ Loan Officer
- ✓ Market Research Analyst
- ✓ Human Resource Specialist
- ✓ Meeting, Convention, Event Planner
- ✓ Training & Development Specialist
- ✓ and more!

Get the Skills to Become a Business Administration Professional!

The online Business Administration program at Beal University prepares students to manage, direct, plan and control business operations and employee supervision. The program gives students an overview of business topics to include accounting, marketing, economics, finance, business law and healthcare management. Through classroom lectures and case studies the students will demonstrate critical problem solving, decision making and professional skills.



In addition to participation in all courses, students will be required to complete out-of-class or additional assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal to about two (2) hours for every one (1) hour of lecture.

With an associate's degree in business administration, graduates qualify for basic management and administrative roles in private, public and nonprofit organizations. Many find employment as management trainees or managers in the healthcare, technology, sales or retail industries. Others work as project assistants, office managers and technology-oriented support specialists.

Courses

Major Courses of Study

AC111	Principles of Accounting	3
BA100	Introduction to Business	3
BA101	Business Law	3
BA104	Principles of Marketing	3
BA105	Human Resource Management	3
BA110	Motivational Interviewing for the Business Professional	3
BA205	Organizational Behavior	3
BA208	Business Management	3
BA209	Management Communications	3
BA210	Ethics in Business	3
BA220	Organizational Strategic Planning	3
BA225	Strategic Negotiation for Business	3

General Education Courses

EH102	Speech	3
EH111	College Composition	3
MS110	College Algebra	3
HY103	US History 1865 – Present	3
PY101	Intro to Psychology	3
ENV101	Environmental Geology	3
SC101	Intro to Sociology	3

Related Courses of Study

CS115	Introduction to Computer Concepts And Applications	3
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TOTAL CREDITS	60
TOTAL CONTACT HOURS	900