

Applied Arts & Sciences Courses

BAAS 100 - Orientation

Hours: 0

BAAS 301 - Pathways, Purpose, Exploration and Career

Hours: 3

Students will explore the changing future of work and their place in it. Planning for academic success and future career opportunities will be discussed. Students will also learn about personal leadership, reflecting on their own strengths and abilities, and will draw upon perceptions from others to construct their own understanding of leadership.

BAAS 303 - Professional Communications

Hours: 3

This course is a study and application of technical writing documents, letters, manuals and reports. Emphasis is also placed on presentations, team building, employee training, interviewing, business etiquette and professionalism.

BAAS 326 - Exploring Spreadsheets

Hours: 3

The purpose of this course is to prepare students to creatively use industry-standard software. More than an introduction to these tools, this course will delve deeper into the intermediate skills necessary for today's managers. Students will have the opportunity to earn the Entry Level and Advanced Microsoft Office badges in Excel. This course also prepares students for the Microsoft Office Specialist Certification exam in Excel 2019.

BAAS 345 - Leadership Techniques

Hours: 3

Provides a comprehensive and applied understanding of leadership and management functions to prepare individuals to effectively mentor and develop tomorrow's leaders while leading and managing today's organizations. Focuses on critical knowledge and skills necessary to carry out organizational goals and objectives.

BAAS 351 - Planning, Budgeting, and Decision Making

Hours: 3

This course covers key components of financial leadership by exposing students to financial skills needed for professional and personal success. Emphasis on financial decision-making, asset purchases, financing options, budgeting, analysis, and interpretation of financial data.

BAAS 397 - SPECIAL TOPICS

Hours: 3

Special Topics. Three semester hours. Organized class. May be repeated when topics vary.

BAAS 408 - Problem Solving with Databases

Hours: 3

This course is a deep-dive into the Database Management System, Microsoft Access. Starting from the beginner level, students will learn to complete advanced queries, reports, and automated functions within this industry standard software. Students will have the opportunity to earn the Entry and Advanced Microsoft Badges in Access. This course also prepares students for the Microsoft Office Specialist Certification exam in Access 2016.

BAAS 443 - Professional Standards

Hours: 3

Survey of contemporary professional standards including discussions of technical cultures and norms, benchmarking, sustainability, ethical criteria and ideas for corporate citizenship. Focuses on elements of work ethics with an emphasis on techniques to foster lifelong learning and collaborative growth. Statistical aspects of quality control and assurance.

BAAS 445 - Ethical Decision Making

Hours: 3

The study of strategies and interpersonal communication systems that provide today's management with accurate and quality information on which to base decisions and to be effective in the day to day negotiations within the business environment.

BAAS 489 - Independent Studies

Hours: 1-3

Independent Studies - Three semester hours Individualized instruction/research at an advanced level in a specialized content area under the direction of a faculty member. Prerequisite Consent of head. Note May be repeated when the topic varies.

BAAS 497 - SPECIAL TOPICS

Hours: 3

Special Topics. Three semester hours. Organized class. May be repeated when topics vary.