

# BUSINESS ADMINISTRATION - ASSOCIATE OF APPLIED SCIENCE (AAS)

## Description

The Business Administration Associate of Applied Science (AAS) prepares students for immediate employment in business occupations. The Business Administration AAS may be awarded indicating emphasis in the following areas of specialization: General Business, Accounting, Management, or Small Business/Entrepreneurship.

## Program Learning Outcomes

Upon successful completion of the degree, students will be able to:

1. Apply effective written and verbal communication skills both individually and in groups.
2. Apply analytical, technology, and reasoning skills relevant to the profession.
3. Apply appropriate ethical choices on both a professional and personal level.
4. Identify how a business operates and external factors that can affect its performance.
5. Identify and resolve business problems through critical thinking and the decision-making process.

## Entrance Requirements

### Academic Entrance Requirements

Recommended:

- High school diploma or GED
- Completion of WR 065 Rhetoric and Critical Thinking II or higher or minimum placement Wr/Comm Level 7
- Completion of MTH 060 Beginning Algebra or higher or minimum placement Math Level 10

## Course Requirements

Course	Title	Credits
<b>Level 1 Foundation Courses</b>		
BA 101Z	Introduction to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 169Z	Data Analysis Using Microsoft Excel	4
BA 178 or BA 285	Customer Service Business Human Relations	3
BA 214 or WR 121Z	Business Communications Composition I	3-4
BA 218	Personal Finance	4
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
LIB 100	Introduction to Finding Information	1
<b>Level 2 Core Courses</b>		
BA 112	Applied Accounting II	3
BA 113	Applied Accounting III	3
BA 206	Management Fundamentals I	4

BA 223	Marketing Principles I	4
BA 226Z	Introduction to Business Law	4
BA 261	Consumer Behavior	4
CIS 131	Software Applications	4

### Level 3 General Business Specialization

Choose an additional 28 credits of any courses with a BA prefix, up to 12 of these credits can be from a CIS prefix, not including current program required CIS courses 28

### Level 4 Advanced Core and Capstone Courses

BA 222	Business Finance	4
BA 250	Entrepreneurship	4
BA 290	Business Seminar	3

**Total Credits** 90-95

## Advising Notes

Take as many level 1 courses as possible before attempting level 2 courses, and take as many level 2 courses before level 3 courses. Level 3 courses may be taken concurrently with level 4 courses.

This degree is designed for students planning to enter their chosen career upon graduation. Only selected credits are considered transferrable to public or private baccalaureate institutions. See advisor for additional information.

## Performance Standards

- Academic Requirements:
  - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
  - All courses in the program must be completed with a grade of C or higher.
- Additional Requirements:
  - None

## Sample Plan

### First Year

Fall		Credits
BA 101Z	Introduction to Business	4
BA 111	Applied Accounting I	3
BA 178 or BA 285	Customer Service or Business Human Relations	3
CIS 120	Computer Concepts	0-4
LIB 100	Introduction to Finding Information	1
<b>Credits</b>		<b>11-15</b>

### Winter

BA 104	Business Math	3
BA 112	Applied Accounting II	3

BA 214 or WR 121Z	Business Communications or Composition I	3-4
CIS 131	Software Applications	4
<b>Credits</b>		<b>13-14</b>
<b>Spring</b>		
BA 113	Applied Accounting III	3
BA 218	Personal Finance	4
BA 223	Marketing Principles I	4
BA Elective		4
<b>Credits</b>		<b>15</b>
<b>Summer</b>		
BA 206	Management Fundamentals I	4
BA Elective		4
<b>Credits</b>		<b>8</b>
<b>Second Year</b>		
<b>Fall</b>		
BA 169Z	Data Analysis Using Microsoft Excel	4
BA 261	Consumer Behavior	4
BA Elective		4
BA Elective		4
<b>Credits</b>		<b>16</b>
<b>Winter</b>		
BA 226Z	Introduction to Business Law	4
BA Elective		4
BA Elective		4
<b>Credits</b>		<b>12</b>
<b>Spring</b>		
BA 222	Business Finance	4
BA 250	Entrepreneurship	4
BA 290	Business Seminar	3
BA Elective (if needed to reach total program credits)		4
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>90-95</b>