

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 program, students will be able to:

1. Apply effective written and verbal communication skills 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
Level 1 Foundation Courses		
BA 101	Introduction to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 178	Customer Service	3
or BA 285	Business Human Relations	
BA 218	Personal Finance	4
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 131	Software Applications	4
LIB 100	Introduction to Finding Information	1
WR 121	Academic Composition	4
Level 2 Core Courses		
BA 112	Applied Accounting II	3
BA 113	Applied Accounting III	3
BA 206	Management Fundamentals I	4
BA 214	Business Communications	3

BA 223	Marketing Principles I	4
BA 226	Business Law I	4
BA 250	Entrepreneurship	4
BA 261	Consumer Behavior	4
CIS 125E	Excel	4

Level 3 General Business Specialization

Choose an additional 21-24 credits of any courses with a BA prefix 21-24 and/or CIS 178

Level 4 Advanced Core and Capstone Courses

BA 220	Business Analysis and Budgeting	4
BA 222	Business Finance	4
BA 290	Business Seminar	3

Total Credits **91-98**

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

Winter

BA 104	Business Math	3
BA 112	Applied Accounting II	3
CIS 131	Software Applications	4

WR 121	Academic Composition	4
Credits		14
Spring		
BA 206	Management Fundamentals I	4
BA 113	Applied Accounting III	3
BA 223	Marketing Principles I	4
BA 218	Personal Finance	4
Credits		15
Summer		
BA 214	Business Communications	3
BA 226	Business Law I	4
BA 250	Entrepreneurship	4
Credits		11
Second Year		
Fall		
BA Elective		3-4
BA Elective		3-4
BA Elective		3-4
CIS 125E	Excel	4
Credits		13-16
Winter		
BA 220	Business Analysis and Budgeting	4
BA 261	Consumer Behavior	4
BA Elective		3-4
BA Elective		3-4
Credits		14-16
Spring		
BA 222	Business Finance	4
BA 290	Business Seminar	3
BA Elective		3-4
BA Elective		3-4
Credits		13-15
Total Credits		91-102