

## Business Administration

### Associate of Applied Science

#### PROGRAM DESCRIPTION

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

#### PROGRAM ENTRANCE REQUIREMENTS

##### Academic Entrance Requirements

- Recommended:
  - High school diploma or GED
  - Minimum placement scores resulting in WR 121 Academic Composition placement or completion of WR 065 Rhetoric/Critical Thinking II/WR 095 Basic Writing II ("C" or better)
  - Minimum placement scores resulting in MTH 065 Algebra II placement or completion of MTH 060 Algebra I ("C" or better)

#### PROGRAM 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.

#### PROGRAM COURSE REQUIREMENTS

##### Level 1 Foundation Courses

BA 101	Intro 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	3
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 131	Software Applications	4
LIB 100	Intro 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 and/or CIS 178 21-24

#### 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 90-97**

#### 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.