

## 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.

## Business Administration: Accounting

### Associate of Applied Science

#### PROGRAM DESCRIPTION

The Associate of Applied Science Business Administration Accounting Specialization degree qualifies graduates for employment as accounting managers, full-charge bookkeepers, staff accountants, accounts payable managers and accounts receivable managers.

#### 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 Accounting Specialization**

BA 177	Payroll Accounting	3
BA 211	Financial Accounting I	4
BA 212	Financial Accounting II	4
BA 213	Managerial Accounting	4
BA 228	Computer Accounting Applications	3
BA 229	QuickBooks	3
BA Elective	Any BA prefix course	3-4

**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 93-98**

**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.

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**Business Administration: Management**  
Associate of Applied Science

**PROGRAM DESCRIPTION**

The Associate of Applied Science in Business Administration prepares students for immediate employment in business occupations. This general Business degree allows students to choose from a wide variety of Business elective courses according to their individual interests.

**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 Management Specialization**

BA 207	Management Fundamentals II	4
BA 224	Human Resources Management	4
BA 286	Managing Business Processes	4
Choose 9-12 credits from any BA prefix		9-12

**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.

**Business Administration: Small Business and Entrepreneurship**  
Associate of Applied Science

**PROGRAM DESCRIPTION**

The Associate of Applied Science Business Administration Small Business/Entrepreneurship Specialization degree qualifies graduates to start and run a business, grow an existing business, or be employed in a new startup venture. The skills learned will enable the student to comprehend and assist in the basics of successfully operating a small business. Employment opportunities and job functions will vary greatly with industry, size of business and geographical region.

**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 Small Business/Entrepreneurship Specialization**

BA 232	Branding	4
BA 233	Internet Marketing	4
BA 237	Marketing Research	4
BA 253	Business Plan Elements	4
Choose two from the following:		8
BA 239	Advertising	
BA 254	Business Strategies	
BA 271	Product Development Process	
BA 272	Product Development Strategies	
CIS 178	Internet in Depth	

**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 93-97****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 transferable to public or private baccalaureate institutions. See advisor for additional information.