



Business Administration

Associate in Applied Science

Curriculum Requirements: 60 Credits

START HERE

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SEMESTER 1 - FALL	Credits	Milestone	Completed
ACC 111 Accounting I	3	★	<input type="checkbox"/>
BUS 110 Introduction to Business	3	★	<input type="checkbox"/>
CIS 115 Software Applications	3		<input type="checkbox"/>
ENG 101 College Composition	3		<input type="checkbox"/>
MAT 118 Quantitative Reasoning	3		<input type="checkbox"/>
			<input type="checkbox"/>
Total Credits	15		

2

SEMESTER 2 - SPRING	Credits	Milestone	Completed
ACC 112 Accounting II	3	★	<input type="checkbox"/>
BUS 104 Social Media Marketing <i>or</i> BUS 230 Principles of Marketing	3	★	<input type="checkbox"/>
BUS 115 Management I	3	★	<input type="checkbox"/>
BUS 260 Small Business Management	3		<input type="checkbox"/>
PHI 102 Ethics and Contemporary Society	3		<input type="checkbox"/>
			<input type="checkbox"/>
Total Credits	15		

3

SEMESTER 3 - FALL	Credits	Milestone	Completed
BUS 113 Personal Finance <i>or</i> FIN 110 Principles of Finance	3	★	<input type="checkbox"/>
SPE 101 Oral Communications	3	★	<input type="checkbox"/>
ECO 110 Macroeconomics <i>or</i> ECO 120 Microeconomics	3		<input type="checkbox"/>
PSY 101 Intro to Psychology <i>or</i> SOC 101 Intro to Sociology	3		<input type="checkbox"/>
MAT 124 Statistics	3		<input type="checkbox"/>
			<input type="checkbox"/>
Total Credits	15		

4

SEMESTER 4 - SPRING	Credits	Milestone	Completed
BUS 244 Business Law	3	★	<input type="checkbox"/>
BUS 280 Business Capstone	3	★	<input type="checkbox"/>
BUS 210 Fundamentals of Project Management	3	★	<input type="checkbox"/>
Open Electives	6		<input type="checkbox"/>
			<input type="checkbox"/>
Total Credits	15		

YOU'VE FINISHED!



Program Milestones

Courses should be taken in the term and order noted.

General Advising Notes

- BUS 110 Introduction to Business should be taken first because it is a prerequisite for most business courses.
- If you plan to transfer after degree, make sure courses (not just credits) are transferable. Your faculty advisor can help you with this.
- MAT 118 Quantitative Analysis is important to have before taking finance/accounting courses.
- English and Math courses should be taken in your first term, if possible, or first year.
- BUS 280 Capstone course should be the final course taken.
- Work closely with the program chair to discuss career plans to make sure you take the appropriate courses.
- Part-time option available, please refer to the college catalog.
- ❖ A certificate in Small Business Management is embedded in this degree program. This credential will be awarded upon successful completion of the certificate's required coursework.

The sequencing of courses in this program begins in the fall semester. Students entering in the spring or summer will likely take longer than two years to complete the program (unless in the accelerated program).

Program Description

The Associate in Applied Science Business Administration program provides graduates with the necessary skills to succeed in today's business world. Areas of study include accounting, economics, finance, international business, human resource management and supervision, sales and marketing, basic computer operations and business law. Graduates from the program are prepared to pursue supervisory and managerial positions in financial institutions, government, transportation, public utilities, manufacturing, insurance and retailing. Business Administration not only makes graduates more employable, it also provides transfer opportunities for those who wish to transfer to 4-year colleges or universities. The program provides graduates with both entrepreneurial skills for those who prefer to run their own businesses, and organizational skills for those who wish to work in larger corporate organizations.

Program Learning Outcomes

Students who successfully complete the Associates in Applied Science degree in Business Administration will be able to:

- **Collaboration:** Students will acquire skills and tools for professional interaction, managing and leading in a team environment, use of technology in organizations for collaboration and constant interaction with peers and faculty who are working professionals in various fields. This is achieved with use of team activities, classroom discussions, and academic resources.
- **Creativity:** Students will research, combine, and apply concepts to create linkages from academic concept to applied learning. Creativity will be exhibited with conversations on academic principles, shared experience(s) and discovery of new combinations of material when creating projects, researching and writing papers on the subject of business and accounting and applying learning to case study analysis.
- **Communication:** Demonstrate the ability to record, analyze, interpret, and display information that communicates essential items to proper audience(s).
- **Critical thinking:** Discover sources of data and information which will be transformed into knowledge and eventually lead to the demonstration of wisdom as this knowledge is combined with student/instructor experiences and applied in discussions, projects, and case studies.

Career Opportunities

Graduates with an A.A.S. in Business Administration expect to pursue opportunities in a variety of occupations in all sectors of the economy, business, government and nonprofits. Business Administration is a generalist degree-preparing students to work in junior and mid-level management and supervisory jobs. Students with this degree work in a broad variety of industries from retailing to manufacturing to social services.

*Articulation agreements exist between York County Community College and various colleges and universities.
Please work with your advisor for information regarding these agreements.*

DISCLAIMER

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