



PROGRAMS OF **study**

BUSINESS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE



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:

- Analyze contemporary business and financial issues, using critical thinking skills.
- Effectively demonstrate oral and written communication skills to convey essential business concepts.
- Demonstrate the ability to work both independently and as a team member in collaborative projects.
- Identify and describe principles of personal and community engagement appropriate for members of the business community.
- Describe and explain appropriate ethical behavior relevant to a variety of business environments.
- Demonstrate a recognition of the value of diversity in opinions, values, abilities and cultures in all business environments.
- Analyze, articulate and communicate business information using appropriate information technology.
- Apply basic accounting and financial concepts to business problems.
- Apply quantitative analysis to the study of a wide variety of business problems.
- Describe and explain the essential legal, regulatory, cultural and organizational framework of the global business environment.

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. Students considering more specific career goals in Office Management or Finance may wish to consider concentrations in those fields of study.

BUSINESS ADMINISTRATION, A.A.S. ASSOCIATE IN APPLIED SCIENCE

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

Curriculum Requirements: 63 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
BUS 115 Management I	3		
ENG 101 College Composition	3		
CIS 115 Software Applications	3		
First Year, Spring Semester (15 credits)			
ACC 112 Accounting II	3		
BUS 116 Management II	3		
ECO 110 Macroeconomics or ECO 120 Microeconomics	3		
MAT 122 Finite Math	3		
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		
Second Year, Fall Semester (15 credits)			
BUS 205 International Business	3		
BUS 230 Principles of Marketing	3		
BUS 250 Principles of Sales or BUS 260 Small Business Management	3		
MAT 210 Statistics	3		
PHI 102 Ethics and Contemporary Society	3		
Second Year, Spring Semester (18 credits)			
BUS 244 Business Law	3		
BUS 113 Personal Finance or FIN110 Principles of Finance	3		
ENG 212 Business Communications or ENG 211 Technical Writing	3		
General Education Core IV	3		
Program Elective	3		
Open Elective (List in catalog)	3		

*Articulation agreements exist between York County Community College and various colleges and universities.
Please, contact Career and Transfer Services for information regarding these agreements.*

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