



PROGRAMS OF **study**



BUSINESS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE

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:

- 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

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

Curriculum Requirements: 60 credits	Credits	Grade	Semester
First Year, Fall Semester (15 credits)			
ACC 111 Accounting I	3		
BUS 110 Introduction to Business	3		
CIS 115 Software Applications	3		
ENG 101 College Composition	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Semester (15 credits)			
ACC 112 Accounting II	3		
BUS 115 Management I	3		
ECO 110 Macroeconomics <i>or</i> ECO 120 Microeconomics	3		
PHI 102 Ethics and Contemporary Society	3		
PSY 101 Introduction to Psychology <i>or</i> SOC 101 Introduction to Sociology	3		
Second Year, Fall Semester (15 credits)			
BUS 113 Personal Finance <i>or</i> FIN 110 Principles of Finance	3		
BUS 210 Fundamentals of Project Management	3		
BUS 230 Principles of Marketing	3		
BUS 260 Small Business Management	3		
MAT 124 Statistics	3		
Second Year, Spring Semester (15 credits)			
BUS 244 Business Law	3		
BUS 280 Business Capstone	3		
HUM 101 Arts and Critical Thinking	3		
SPE 101 Oral Communications	3		
Open Elective	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.*

DISCLAIMER

While every effort has been made to ensure accuracy, the college reserves the right to make edits due to errors or omissions or changes at any time with respect to course offerings, degree and program requirements addressed in this publication. The information provided is solely for the convenience of the reader, and the college disclaims any liability, which may otherwise be incurred.

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BUSINESS ADMINISTRATION, A.A.S.

Accelerated Degree Sequencing

Associate in Business Administration - Accelerated Degree Sequencing

This is a sample plan of courses for the accelerated 7-week schedule. It is not advised that you take more than 6 credits (2 courses) each 7 weeks if you work and have a family. Summer courses are in this plan if you wish to take more, or less, you can adjust per your need. Adjustments can be made based on your schedule outside of class, amount of transfer credits, and your experience in the field of study.

Curriculum Requirements: 60 Credits	Credits	Grade	Semester
First Year, Fall Term I (6 credits)			
BUS 110 Introduction to Business	3		
ENG 101 College Composition	3		
First Year, Fall Term II (6 credits)			
ACC 111 Accounting I	3		
CIS 115 Computer Applications	3		
First Year, Spring Term I (6 credits)			
BUS 115 Management I	3		
MAT 118 Quantitative Reasoning	3		
First Year, Spring Term II (6 credits)			
ACC 112 Accounting II	3		
PHI 102 Ethics and Contemporary Society	3		
First Year, Summer Term I (3 credits)			
ECO 110 Macroeconomics <i>or</i> ECO 120 Microeconomics	3		
First Year, Summer Term II (3 credits)			
BUS 230 Principles of Marketing	3		
Second Year, Fall Term I (6 credits)			
BUS 260 Small Business Management	3		
SPE 101 Oral Communications	3		
Second Year, Fall Term II (6 credits)			
BUS 210 Foundations of Project Management	3		
PSY 101 Introduction to Psychology <i>or</i> SOC 101 Introduction to Sociology	3		
Second Year, Spring Term I (6 credits)			
HUM 101 Arts and Critical Thinking	3		
BUS 244 Business Law	3		
Second Year, Spring Term II (6 credits)			
BUS 280 Business Capstone	3		
Open Elective	3		
Second Year, Summer Term I (3 credits)			
MAT 124 Statistics	3		
Second Year, Summer Term II (3 credits)			
BUS 113 Personal Finance <i>or</i> FIN110 Principles of Finance	3		