



### 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"/>
<b>Total Credits</b>	<b>15</b>		

2

SEMESTER 2 - SPRING	Credits	Milestone	Completed
ACC 112 Accounting II	3	★	<input type="checkbox"/>
BUS 115 Management I	3	★	<input type="checkbox"/>
ECO 110 Macroeconomics or ECO 120 Microeconomics	3	★	<input type="checkbox"/>
PHI 102 Ethics & Contemporary Society	3		<input type="checkbox"/>
PSY 101 Introduction to Psychology or SOC 101 Introduction to Sociology	3		<input type="checkbox"/>
<b>Total Credits</b>	<b>15</b>		

3

SEMESTER 3 - FALL	Credits	Milestone	Completed
BUS 113 Personal Finance or FIN 110 Principles of Finance	3	★	<input type="checkbox"/>
BUS 210 Fundamentals of Project Management	3	★	<input type="checkbox"/>
BUS 230 Principles of Marketing	3		<input type="checkbox"/>
BUS 260 Small Business Management	3		<input type="checkbox"/>
MAT 124 Statistics	3		<input type="checkbox"/>
<b>Total Credits</b>	<b>15</b>		

4

SEMESTER 4 - SPRING	Credits	Milestone	Completed
BUS 244 Business Law	3	★	<input type="checkbox"/>
BUS 280 Business Capstone	3	★	<input type="checkbox"/>
HUM 101 Arts and Critical Thinking	3	★	<input type="checkbox"/>
SPE 101 Oral Communications	3		<input type="checkbox"/>
Open Elective	3		<input type="checkbox"/>
<b>Total Credits</b>	<b>15</b>		

**YOU'VE FINISHED!**



#### Program Milestones

Courses should be taken in the term and order noted.



#### Make Your Summers Matter

Take general education courses

#### 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.

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.

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