

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership.

Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
<b>General Education Courses</b>					
• BUS 226 - Business Statistics	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 118 - Intro to PC Applications	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• COM 115 - Public Speaking*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• ENG 121 - English Composition I: GT-CO1*	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Major Courses</b>					
• ACC 121 - Accounting Principles I	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• BUS 115 - Introduction to Business	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• BUS 203 - Introduction to International Business	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• BUS 216 - Legal Environment of Business	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• BUS 217 - Business Communication & Report Writing	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• BUS 289 - Capstone	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• FIN 101 - Introduction to Finance*	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 224 - Leadership	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 226 - Principles of Management	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAR 106 - Marketing Your Image	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MAR 160 - Customer Service	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MAR 216 - Principles of Marketing	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Concentration Courses</b>					
• BUS 241 - Cultural Diversity in Business	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• BUS 285 - Independent Study	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Foreign Language: Any 5-Credit Course	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

#### BUS 289 - Capstone

- Requirement: Contact Instructor for permission to register

#### CIS 118 - Intro to PC Applications

- Requirement: Students must have Windows file management skills to create file folders, rename files, delete files, copy and move files

#### ENG 121 - English Composition I: GT-CO1\*

- Co-Requisite: CCR 094 - Studio 121

### Program Outcomes

- Demonstrate the ability to write properly structured and organized business documents.
- Examine a business problem and design a course of action.
- Demonstrate the use of correct business terms.
- Contrast cultural differences between domestic and international business.

### Notes

- \*This course requires college level readiness as measured by Accuplacer, ACT, or SAT scores; approved high school course work that is less than five years old; or successful completion of appropriate college-readiness course.
- AAA 101 – College 101: Student Experience is required for all new college students seeking degrees or transfer.
- Course availability is subject to change.
- In order to meet program requirements, students registered for ENG 121 or ENG 131 must also register for CCR 094 unless they can demonstrate otherwise meeting the CCR 094 standard through assessment testing, prior college coursework, or recent High School coursework. See an Advisor for details.
- Recommended courses may be listed above for certain electives; consult with the Academic Advising Office ([advising@arapahoe.edu](mailto:advising@arapahoe.edu) or 303.797.5664) for additional elective recommendations.
- Refer to 20/21 catalog for specific requirements and important information about this degree.

### Graduation Requirements

- To graduate, students must apply for graduation (form available at [www.arapahoe.edu/departments-and-programs/graduation](http://www.arapahoe.edu/departments-and-programs/graduation)) by the deadline and meet all degree requirements.

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

Year 1: Fall	Credits	Course
	3	BUS 115 - Introduction to Business
	3	BUS 203 - Introduction to International Business
	3	CIS 118 - Intro to PC Applications
	3	COM 115 - Public Speaking
	3	ENG 121 - English Composition I: GT-CO1
Year 1: Spring	Credits	Course
	3	BUS 217 - Business Communication & Report Writing
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
	3	FIN 101 - Introduction to Finance
	3	MAR 160 - Customer Service
	3	MAR 216 - Principles of Marketing
Year 2: Fall	Credits	Course
	3	BUS 216 - Legal Environment of Business
	3	BUS 226 - Business Statistics
	1	BUS 285 - Independent Study
	5	Foreign Language: Any 5-Credit Course ARA 111 - Arabic Language I ASL 121 - American Sign Language I FRE 111 - French Language I GER 101 - Conversational German I JPN 111 - Japanese Language I RUS 111 - Russian Language I SPA 101 - Conversational Spanish I
	3	MAN 226 - Principles of Management
Year 2: Spring	Credits	Course
	4	ACC 121 - Accounting Principles I
	3	BUS 241 - Cultural Diversity in Business
	2	BUS 289 - Capstone
	3	MAN 224 - Leadership
	3	MAR 106 - Marketing Your Image

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	3	BUS 115 - Introduction to Business
	3	CIS 118 - Intro to PC Applications
	3	ENG 121 - English Composition I: GT-CO1
Year 1: Spring	Credits	Course
	3	BUS 217 - Business Communication & Report Writing
	3	FIN 101 - Introduction to Finance
	3	MAR 160 - Customer Service
Year 1: Summer	Credits	Course
	3	BUS 226 - Business Statistics
	3	MAN 226 - Principles of Management
Year 2: Fall	Credits	Course
	4	ACC 121 - Accounting Principles I
	3	BUS 203 - Introduction to International Business
	3	COM 115 - Public Speaking
Year 2: Spring	Credits	Course
	3	BUS 216 - Legal Environment of Business
	3	BUS 241 - Cultural Diversity in Business
	3	MAR 216 - Principles of Marketing
Year 2: Summer	Credits	Course
	3	MAN 224 - Leadership
	3	MAR 106 - Marketing Your Image
Year 3: Fall	Credits	Course
	1	BUS 285 - Independent Study
	5	Foreign Language: Any 5-Credit Course ARA 111 - Arabic Language I ASL 121 - American Sign Language I FRE 111 - French Language I GER 101 - Conversational German I JPN 111 - Japanese Language I RUS 111 - Russian Language I SPA 101 - Conversational Spanish I
Year 3: Spring	Credits	Course
	2	BUS 289 - Capstone
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics