

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 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 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 type="checkbox"/>
• MAN 128 - Human Relations in Organizations	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>					
• Any Course with MAN Prefix or Bus 288 - Business Practicum	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Any Course with MAN Prefix or Bus 288 - Business Practicum	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Any Course with MAN Prefix or Bus 288 - Business Practicum	3	<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

### Program Outcomes

- Demonstrate the ability to write properly structured and organized business documents.
- Examine a business problem and design a course of action.
- Demonstrate concepts and language of business.
- Explain the universal management functions of directing, planning, organizing, and controlling.

### 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.
- 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 19/20 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	CIS 118 - Intro to PC Applications
	3	COM 115 - Public Speaking
	3	ENG 121 - English Composition I: GT-CO1
	3	MAN 128 - Human Relations in Organizations
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	Any Course with MAN Prefix or Bus 288 - Business Practicum ~Recommended Course(s)~ BUS 288 - Business Practicum MAN 116 - Principles of Supervision MAN 156 - Problem Solving / Decision Making in a Business Environment MAN 200 - Human Resource Management I MAN 201 - Human Resources Management II MAN 212 - Negotiation and Conflict Resolution MAN 225 - Managerial Finance
	3	Any Course with MAN Prefix or Bus 288 - Business Practicum ~Recommended Course(s)~ BUS 288 - Business Practicum MAN 116 - Principles of Supervision MAN 156 - Problem Solving / Decision Making in a Business Environment MAN 200 - Human Resource Management I MAN 201 - Human Resources Management II MAN 212 - Negotiation and Conflict Resolution MAN 225 - Managerial Finance
	3	BUS 216 - Legal Environment of Business
	3	BUS 226 - Business Statistics
	3	MAN 226 - Principles of Management
Year 2: Spring	Credits	Course
	4	ACC 121 - Accounting Principles I
	3	Any Course with MAN Prefix or Bus 288 - Business Practicum ~Recommended Course(s)~ BUS 288 - Business Practicum MAN 116 - Principles of Supervision MAN 156 - Problem Solving / Decision Making in a Business Environment MAN 200 - Human Resource Management I MAN 201 - Human Resources Management II MAN 212 - Negotiation and Conflict Resolution MAN 225 - Managerial Finance



60 Credits

- |   |                                |
|---|--------------------------------|
| 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	Any Course with MAN Prefix or Bus 288 - Business Practicum ~Recommended Course(s)~ BUS 288 - Business Practicum MAN 116 - Principles of Supervision MAN 156 - Problem Solving / Decision Making in a Business Environment MAN 200 - Human Resource Management I MAN 201 - Human Resources Management II MAN 212 - Negotiation and Conflict Resolution MAN 225 - Managerial Finance
	3	BUS 226 - Business Statistics
Year 2: Fall	Credits	Course
	3	Any Course with MAN Prefix or Bus 288 - Business Practicum ~Recommended Course(s)~ BUS 288 - Business Practicum MAN 116 - Principles of Supervision MAN 156 - Problem Solving / Decision Making in a Business Environment MAN 200 - Human Resource Management I MAN 201 - Human Resources Management II MAN 212 - Negotiation and Conflict Resolution MAN 225 - Managerial Finance
	3	COM 115 - Public Speaking
	3	MAN 128 - Human Relations in Organizations
Year 2: Spring	Credits	Course
	3	Any Course with MAN Prefix or Bus 288 - Business Practicum ~Recommended Course(s)~ BUS 288 - Business Practicum MAN 116 - Principles of Supervision MAN 156 - Problem Solving / Decision Making in a Business Environment MAN 200 - Human Resource Management I MAN 201 - Human Resources Management II MAN 212 - Negotiation and Conflict Resolution MAN 225 - Managerial Finance
	3	ECO 201 - Principles of Macroeconomics OR ECO 202 - Principles of Microeconomics
	3	MAR 216 - Principles of Marketing
Year 2: Summer	Credits	Course
	3	BUS 216 - Legal Environment of Business



60 Credits

	3	MAN 226 - Principles of Management
<b>Year 3: Fall</b>	<b>Credits</b>	<b>Course</b>
	3	MAN 224 - Leadership
	3	MAR 106 - Marketing Your Image
<b>Year 3: Spring</b>	<b>Credits</b>	<b>Course</b>
	4	ACC 121 - Accounting Principles I
	2	BUS 289 - Capstone