

BUSINESS ADMINISTRATION

Associate of Arts Degree

Business Pathway

CCD.edu/Business-Admin

Business Transfer Major

The Associate of Arts in business administration is designed for you to complete the first two years of a bachelor's degree and transfer to a university to complete a Bachelor of Arts or Bachelor of Science in business. This degree prepares you to transfer as a junior to Colorado four-year colleges and to work in areas such as management, human resources, administration, economics, marketing, finance, accounting, healthcare administration and more.

COURSE MAP

Course	Title	Credits
First Semester		
BUS 1015	Introduction to Business	3
COM 1150	Public Speaking	3
ENG 1021	English Composition I: GT-CO1 ¹	3
Choose one Mathematics course depending on your transfer college of choice (GT-MA1)		4
MAT 1320	Finite Mathematics: GT-MA1 ²	
MAT 1340	College Algebra: GT-MA1 ^{2,3}	
MAT 1400	Survey of Calculus: GT-MA1 ^{2,4}	
Subtotal		13
Second Semester		
ACC 1011	Introduction to Financial Accounting	3
ECO 2001	Principles of Macroeconomics: GT-SS1	3
ENG 1022	English Composition II: GT-CO2 ¹	3
BUS 2017	Business Communication and Report Writing	3
Choose One Elective		1
CIS 1059	Microsoft Office Specialist Certification Prep: Excel	
COM 1010	Communicating through Technology	
Choose One Elective		3
ETH 2000	Introduction to Ethnic Studies: GT-SS3	
GEO 1005	World Regional Geography: GT-SS2	
HUM 1023	Humanities: Modern World: GT-AH2	
MAN 1028	Human Relations in Organizations	
MAN 2026	Principles of Management	
MAR 2016	Principles of Marketing	
Subtotal		16
Third Semester		
ACC 1012	Introduction to Managerial Accounting	3
ECO 2002	Principles of Microeconomics: GT-SS1	3
PHI 2005	Business Ethics: GT-AH3	3
Choose One Natural & Physical Sciences Course (GT-SC1~GT-SC2)		4
BIO 1005	Science of Biology with Lab: GT-SC1	
AST 1110	Astronomy with Lab: Planetary Systems: GT-SC1	
PHY 1105	Conceptual Physics with Lab: GT-SC1	
GEY 1111	Physical Geology with Lab: GT-SC1	
Choose One Elective		3
ETH 2000	Introduction to Ethnic Studies: GT-SS3	
MAN 2000	Human Resources Management I	
MAN 2026	Principles of Management	
MAR 2016	Principles of Marketing	
PSY 1001	General Psychology I: GT-SS3	
SOC 1001	Introduction to Sociology I: GT-SS3	
Subtotal		16
Fourth Semester		
BUS 2016	Legal Environment of Business	3
BUS 2026	Business Statistics	3
Choose One Arts & Humanities Course (GT-AH1~GT-AH4)		3

LIT 1015	Introduction to Literature I: GT-AH2	
LIT 2002	World Literature After 1600: GT-AH2	
SPA 2011	Spanish Language III: GT-AH4	
SPA 2012	Spanish Language IV: GT-AH4	
Choose One History Course (GT-HI1)		3
HIS 1310	Western Civilization: Antiquity-1650: GT-HI1	
HIS 1110	The World: Antiquity-1500: GT-HI1	
HIS 1120	The World: 1500-Present: GT-HI1	
HIS 2005	Women in World History: GT-HI1	
Choose One Natural & Physical Sciences Course (GT-SC1~GT-SC2)		3
AST 1140	Astronomy of Ancient Cultures: GT-SC2	
BIO 1003	Principles of Animal Biology: GT-SC2	
BIO 1016	Introduction to Human Disease: GT-SC2	
GEY 1108	Geology of National Parks GT-SC2	
Subtotal		15
Total Credits		60

¹ Students can take ENG 1022 and an additional GT-CO3 course instead of ENG 1021 and ENG 1022.

² If your transfer college of choice does not require a specific GT-MA1 course, you can choose any of these three options.

³ Adams State University, Colorado Mesa University, Colorado State University, and Fort Lewis College require College Algebra.

⁴ University of Colorado - Colorado Springs and University of Northern Colorado require Survey of Calculus. Survey of Calculus has a prerequisite of College Algebra.

NOTE: The faculty at Community College of Denver have chosen course elective options for this program of study based on the skills students will need to be successful in this discipline. However, for a complete list of available course options, please go to the Colorado Department of Higher Education Transfer Degree Agreement for this program.

Associate of Applied Science Degrees

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Community College of Denver currently offers two Associate of Applied Science degrees in business administration to prepare you for entry-level employment or the opportunity to upgrade your skills. These programs are not intended to transfer to baccalaureate degree programs. If you are planning to transfer to a four-year institution as a business major, please talk with your academic advisor about completing the Associate of Arts (A.A.) degree in business.

- Management
- Marketing

Management

An Associate in Applied Science in business administration, with an emphasis in management, prepares you for entry-level positions in management and management-related career paths. The program is a blend of general education, business and management courses to help you learn skills through hands-on activities, case studies, group projects and professional development activities. Once you complete this program, you will bring the relevant skills you learn to enhance your current career path.

As a student, you have the opportunity to learn in a diverse and challenging environment. This program may transfer to some four-year colleges toward a bachelor's degree. Reach out to a faculty member or your academic advisor for details.

PROGRAM ADMISSION REQUIREMENTS

Meet minimum assessment scores or prerequisites required for general education courses in the program.

COURSE MAP

Course	Title	Credits
First Semester		
BUS 1015	Introduction to Business	3
CIS 1018	Introduction to PC Applications	3

ENG 1021	English Composition I: GT-CO1	3
MAT 1340	College Algebra: GT-MA1	4
Subtotal		13
Second Semester		
ACC 1011	Introduction to Financial Accounting	3
BUS 2017	Business Communication and Report Writing	3
PHI 1012	Ethics: GT-AH3	3
COM 1150	Public Speaking	3
MAN 1016	Principles of Supervision	3
Subtotal		15
Third Semester		
ACC 1012	Introduction to Managerial Accounting	3
ECO 2001	Principles of Macroeconomics: GT-SS1	3
MAN 2016	Small Business Management	3
MAR 2016	Principles of Marketing	3
Subtotal		12
Fourth Semester		
BUS 2016	Legal Environment of Business	3
MAN 2000	Human Resources Management I	3
MAN 2041	Project Management in Organizations	3
MAR 1060	Customer Service	3
Subtotal		12
Fifth Semester		
BUS 2026	Business Statistics	3
BUS 2087	Cooperative Education	3
MAN 2026	Principles of Management	3
Subtotal		9
Total Credits		61

Marketing

An Associate in Applied Science (A.A.S.) in business administration, with an emphasis in marketing, prepares you for an entry-level position in sales, retail, management and marketing. This A.A.S. in marketing has 15 business and marketing courses. The program provides you with basic skills in business, accounting, interpersonal management and a number of marketing-related courses. The program offers the latest in business and marketing skills. Upon completing the program, you can also bring relevant skills you learned to enhance your current career path. Completing this program is an opportunity for you to integrate coursework and on-the-job experience toward reaching career objectives.

As a student, you have the opportunity to learn in a diverse and challenging environment. This program may transfer to some four-year colleges toward a bachelor's degree. Reach out to a faculty member or your academic advisor for details.

PROGRAM ADMISSION REQUIREMENTS

Meet minimum assessment scores or prerequisites required for general education courses in the program.

COURSE MAP

Course	Title	Credits
First Semester		
BUS 1015	Introduction to Business	3
COM 1150	Public Speaking	3
ENG 1021	English Composition I: GT-CO1	3
MAT 1340	College Algebra: GT-MA1	4
Subtotal		13
Second Semester		
ACC 1011	Introduction to Financial Accounting	3
CIS 1018	Introduction to PC Applications	3
ENG 1022	English Composition II: GT-CO2	3
PHI 1012	Ethics: GT-AH3	3
MAR 1011	Principles of Sales	3
Subtotal		15

Third Semester

ACC 1012	Introduction to Managerial Accounting	3
BUS 2017	Business Communication and Report Writing	3
ECO 2001	Principles of Macroeconomics: GT-SS1	3
PSY 1001	General Psychology I: GT-SS3	3
Subtotal		12

Fourth Semester

ECO 2002	Principles of Microeconomics: GT-SS1	3
MAR 1060	Customer Service	3
MAR 2016	Principles of Marketing	3
MAT 1400	Survey of Calculus: GT-MA1	4
Subtotal		13

Fifth Semester

BUS 2016	Legal Environment of Business	3
BUS 2087	Cooperative Education	3
MAN 2000	Human Resources Management I	3
Subtotal		9
Total Credits		62

Certificates

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Community College of Denver currently offers three certificates in business administration.

- Customer Service
- Entrepreneurship
- Supply Chain Management

Customer Service

A certificate in customer service prepares you for an entry-level position in customer service. Effective customer service is an integral part of today's business environment. You will gain the skills to prepare you for a career in customer service. A customer service certificate teaches you how to communicate with customers, resolve customer problems, build relationships and develop strategies to positively impact profitability.

COURSE MAP

Code	Title	Credits
BUS 1015	Introduction to Business	3
MAR 1060	Customer Service	3
MAR 2016	Principles of Marketing	3
Total Credits		9

Entrepreneurship

This certificate allows you explore entrepreneurship and turn your ideas into action. This certificate can be completed in as few as two semesters and will give you the foundation to start your own business or to bring your entrepreneurial spirit to a career in an existing company. Also, the classes in this certificate count toward the classes you need to graduate with an Associate of Applied Science in marketing here at CCD.

COURSE MAP

Course	Title	Credits
First Semester		
BUS 1015	Introduction to Business	3
ACC 1011	Introduction to Financial Accounting	3
MAR 1011	Principles of Sales	3
Subtotal		9
Second Semester		
MAR 1060	Customer Service	3
MAN 1060	Entrepreneurship	3

MAR 2016	Principles of Marketing	3
Subtotal		9
Total Credits		18

Supply Chain Management

Students who successfully earn a CCD certificate in Supply Chain Management will have a comprehensive understanding of global supply chain management (SCM) along with the skills needed to apply SCM practices in business enterprises. SCM professionals operate in a dynamic environment often managing critical operations for their companies related to managing material, information and cash flows through the global value chain. Some activities for which SCM professionals are responsible include distribution, warehousing, purchasing, transportation, production operations, forecasting, trade compliance, and strategic sourcing. Students will demonstrate knowledge and skills adequate to assume entry-level SCM positions in a wide variety of industries.

Course	Title	Credits
First Semester		
BUS 1015	Introduction to Business	3
CIS 1018	Introduction to PC Applications	3
MAR 1060	Customer Service	3
Subtotal		9
Second Semester		
MAR 2016	Principles of Marketing	3
MAN 1005	Logistics Management	3
BUS 2003	Introduction to International Business	3
Subtotal		9
Third Semester		
BUS 2001	Business Logistics Optimization	3
BUS 2002	Business Purchasing, Supply, and Sourcing Logistics	3
MAN 2026	Principles of Management	3
Subtotal		9
Total Credits		27