

## Technical and Vocational Programs

### A 25 12 0 BA General Business Administration – Associate in Applied Science

### C 25 12 0 BA General Business Administration Certificate

### C 25 12 0 E Entrepreneurship Certificate

#### CONCENTRATION OVERVIEW

The General Business Administration curriculum is designed to introduce students to various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision-making. Through these skills, students will have a sound business education base for lifelong learning.



Upon completion of this concentration, graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

#### Student Learning Outcomes – Upon completion of the program, students will:

1. Develop and use balance sheets and income statements to gauge the performance of an actual firm.
2. Work proficiently with the QuickBooks small business accounting system.
3. Complete a corporate analysis of actual firms and present the comparative findings.

#### Partnerships:

College of The Albemarle has an articulation agreement with Mid-Atlantic Christian University (MACU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration program at MACU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration (concentration in Economics and Finance) program at ECSU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration (concentration in Management and Entrepreneurship) program at ECSU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration (concentration in Marketing and MIS) program at ECSU.

## A 25 12 0 BA General Business Administration – Associate in Applied Science

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites: none	1			1	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
BUS 151 People Skills	Pre-Requisites: none	3				3
<b>TOTAL SEMESTER HOURS</b>						<b>16-17</b>
First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Writing/ Research in the Disc	Pre-Requisites: ENG 111	3			3	3
BUS 240 Business Ethics	Pre-Requisites: ENG 002 Tier 1	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I (recommended for college transfer) OR MAT 171 Pre-calculus Alg (recommended for college transfer)	Pre-Requisites for MAT 143: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Pre-Requisites for MAT 152: MAT 003 Tier 2 and ENG 002 Tier 1 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
ACC 121 Prin of Managerial Acct OR Choose 2 credit hours from the Other Major Hours List	Pre-Requisites for ACC 121: ACC120	2-4	3		4-5	2-4
<b>TOTAL SEMESTER HOURS</b>						<b>14-17</b>

<b>Second Year Fall Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
ACC 150 Accounting Software Application	Pre-Requisites: ACC 120	1	3		4	2
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
MKT 120 Prin of Marketing	Pre-Requisites: none	3			3	3
INT 110 International Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
BUS 245 Entrepreneurship II	Pre-Requisites : BUS 139	3	0		3	3
<b>TOTAL SEMESTER HOURS</b>						<b>17</b>
<b>Second Year Spring Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
BUS 115 Business Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
BUS 285 Business Management Issues	Pre-Requisites: BUS 110 and BUS 137	2	2		4	3
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ECO 252 Prin. Of Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ART 111 Art Appreciation OR MUS 110 Music Appreciation OR PHI 240 Introduction to Ethics	Pre-Requisites for ART 111 or MUS 110: none Pre-Requisites for PHI 240: ENG 111	3			3	3
PSY 150 General Psychology OR SOC 210 Introduction to Sociology	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1	3			3	3
<b>TOTAL SEMESTER HOURS</b>						<b>18</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE</b>						<b>65-69</b>

## Other Major Hours Pick List For General Business Administration Degree A 25 12 0 BA

Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Total Credit Hours
ACC 140 Payroll Accounting	Pre-Requisites: ACC 120	1	3	2
ACC 270 International Accounting	Pre-Requisites: ACC 120	3		3
BUS 160 Data Analysis/Decision Making	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	2	2	3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 002 Tier 1	3		3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111 or OST 137	2	2	3
CTS 240 Project Management	Pre-Requisites: ENG 002 Tier 1, and CIS 111 or CIS 110	2	2	3
INT 210 International Trade	Pre-Requisites: ENG 002 Tier 1	3		3
INT 220 International Economics	Pre-Requisites: ECO 151 or ECO 251 or ECO 252	3		3
INT 230 International Law	Pre-Requisites: BUS 115	3		3
WBL 111 Work-Based learning I	Pre-Requisites: none			1
WBL 111 Work-Based learning I	Pre-Requisites: none			2
WBL 121 Work-Based learning II	Pre-Requisites: none			1
WBL 121 Work-Based learning II	Pre-Requisites: none			2
WBL 131 Work-Based learning III	Pre-Requisites: none			1
WBL 131 Work-Based learning III	Pre-Requisites: none			2