

## 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.

## C 25 12 0 BA General Business Administration Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
<b>TOTAL SEMESTER HOURS</b>						<b>10</b>
Second Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 115 Business Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2		5	4
<b>TOTAL SEMESTER HOURS</b>						<b>7</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE</b>						<b>17</b>

## C 25 12 0 E Entrepreneurship Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
MKT 120 Principles of Marketing	Pre-Requisites: None	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
<b>TOTAL SEMESTER HOURS</b>						<b>9</b>
Second Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 245 Entrepreneurship II	Pre-Requisites: BUS 139	3			3	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
<b>TOTAL SEMESTER HOURS</b>						<b>7</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE</b>						<b>16</b>