

Technical and Vocational Programs

Business Administration-Associate in Applied Science A 25 12 0 AC General Business Administration – A.A.S. – Fast Track – Summer or Fall Entry

CONCENTRATION OVERVIEW

The 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 various-sized businesses or industries.

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

This program is designed for students to complete within 15 months or less. Students can begin each summer and fall.

A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Summer Start

First Year Summer 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	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
TOTAL SEMESTER HOURS						10
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
ACC 120 Principles of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
ENG 112 Writing/ Research in the Disc	Pre-Requisites: ENG 111	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
<u>Humanities/Fine Arts</u> ART 111 Art Appreciation OR MUS 110 Music App.	Pre-Requisites: none	3			3	3
<u>Choose one of the following:</u> MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I (recommended for college transfer) OR MAT 171 Pre-calculus Algebra (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
INT 110 International Business (1st 8 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
MKT 120 Principles of Marketing (2nd 8 week course)	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						22-23

A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Summer Start

First Year Winter Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 137 Principles of Management (4 week course)	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
BUS 115 Business Law (4 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						6
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
ACC 150 Accounting Software Application	Pre-Requisites: ACC 120	1	2		3	2
BUS 285 Business Management Issues	Pre-Requisites: BUS 110 and BUS 137	3	1		4	3
BUS 151 People Skills (1st 8 week course)	Pre-Requisites: None	3			3	3
BUS 240 Business Ethics (2nd 8 week course)	Pre-Requisites : ENG 002 Tier 1	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ACC 121 Prin. of Managerial Accounting	Pre-Requisites: ACC 120	3	2		5	4
TOTAL SEMESTER HOURS						18
Second Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 139 Entrepreneurship	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
<u>Social/Behavioral Sciences</u> PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						12
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						68-69

A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Fall Start

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	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
ACC 120 Principles of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
INT 110 International Business (1st 8 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
MKT 120 Principles of Marketing (2nd 8 week course)	Pre-Requisites: none	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
TOTAL SEMESTER HOURS						23
First Year Winter Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 137 Principles of Management (4 week course)	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
BUS 115 Business Law (4 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						6

A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Fall Start

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
ACC 150 Accounting Software Application	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	1	2		3	2
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: none	3			3	3
BUS 285 Business Management Issues	Pre-Requisites: ENG 002 Tier 1	3			3	3
Choose one of the Pre-Requisites for MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I (recommended for College Transfer) OR MAT 171 Pre-calculus Algebra (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 MAT152: MAT 003 Tier 2 and ENG 002 Tier 1 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
BUS 151 People Skills (1st 8 week course)	Pre-Requisites: none	3			3	3
BUS 240 Business Ethics (2nd 8 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2		5	4
TOTAL SEMESTER HOURS						24-25
First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
Humanities/Fine Arts: ART 111 Art Appreciation OR MUS 110 Music Appreciation		3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 002 Tier 1	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
Social/Behavioral Sciences: PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						15
TOTAL DEGREE CREDITS						68-69