

Business Administration

A 25 12 0 Associate in Applied Science

The Business Administration curriculum is designed to introduce students to the 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 acquire a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and business industry.

General Education Courses

<i>Communications</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
ENG 111 Expository Writing	[ENG 090/RED 090]	S1	3	0	3
ENG 112 Argument Based Research	[ENG 111]	F2	3	0	3
or					
ENG 114 Professional Research & Reporting	[ENG 111]	F2	3	0	3
COM 231 Public Speaking	[ENG 111]	S2	3	0	3

<i>Natural Science/Mathematics</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
MAT 115 Mathematical Models	[MAT 070]	F1	3	0	3

<i>Social/Behavioral Science:</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
(Choose 3 semester credit hours of approved courses from the CAA Course List)	[Varies]	S2	3	0	3

<i>Humanities/Fine Arts:</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
(Choose 3 semester credit hours of approved courses from the CAA Course List. Elective cannot be elementary foreign language or COM course.)	[ENG 090/RED 090]	S2	3	0	3

Major Courses: Core

<i>Core courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
ACC 120 Principles of Financial Accounting	[ENG 090/RED 090/MAT 070]	F1	3	2	4
BUS 115 Business Law I	[ENG 090/RED 090]	S2	3	0	3
BUS 137 Principles of Management	[ENG 090/RED 090]	F2	3	0	3
MKT 120 Principles of Marketing		F2	3	0	3
ECO 251 Principles of Microeconomics	[ENG 090/RED 090]	F2	3	0	3
CIS 110 Introduction to Computers	[ENG 090/RED 090/MAT 070]	F1	2	2	3

Other Required Hours

<i>Courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Credits</i>
COE 110 World of Work		F1	1	0	1
BUS 110 Introduction of Business	[ENG 090/RED 090]	F1	3	0	3
BUS 121 Business Mathematics or CO-OP 2 hrs	[ENG 090/RED 090/MAT 070]	F2	2	2	2 or 3
CTS 130 Spreadsheets I	[CIS 110 OR CIS 111]	F2	2	2	3
BUS 280 REAL Small Business or ACC 121 Principles of Managerial Accounting	[ACC 120]	F2	4	0	4
OST 136 Word Processing	[OST 080]	F2	2	2	3
INT 110 International Business	[ENG 090/RED 090]	F2	3	0	3
BUS 240 Business Ethics	[ENG 090/RED 090]	S1	3	0	3
BUS 125 Personal Finance or CTS 230 or CO-OP 2 hrs		S1	3	0	2 or 3
OST 286 Professional Development		S1	3	0	3
ACC 150 Accounting Software Applications or CO-OP 2 hrs	[ACC 115 or ACC 120]	S1	1	2	2
ACC 140 Payroll Accounting	[ACC 115 or ACC 120]	S2	1	2	2
BUS 285 Business Management Issues	[BUS 110/BUS 121/BUS 137]	S2	2	2	3
BUS 260 Business communications	[ENG 111]	S2	3	0	3

Total Semester Hours Required for Associate Degree:

74-76



College of The Albemarle
 Associate in Applied Science
 Business Administration (A 25 12 0)
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Class	Lab	Crd	Grade	Sem
I. GENERAL EDUCATION COURSES						
Communications						
ENG 111 Expository Writing [P=ENG090/RED090]	S1	3	0	3	_____	_____
ENG 112 Argument Based Research [P=ENG111]	F2	3	0	3	_____	_____
-or-						
ENG 114 Professional Research & Reporting [P=ENG111]						
COM 231 Public Speaking [P=ENG111]	S2	3	0	3	_____	_____
Natural Science/Mathematics:						
MAT 115 Mathematical Models [P=MAT070]	F1	3	0	3	_____	_____
Social/Behavioral Science: (Choose 3 semester credit hours of approved courses from the CAA course List)						
_____ [P=Varies]	S2	3	0	3	_____	_____
Humanities/Fine Arts: (Choose 3 semester credit hours of approved courses from the CAA course List. Elective cannot be elementary foreign language or COM course.)						
_____ [P=ENG090/RED090]	S2	3	0	3	_____	_____
II. MAJOR COURSES: CORE						
ACC 120 Principles of Financial Accounting [P=RED090/ENG090/MAT070]	F1	3	2	4	_____	_____
BUS 115 Business Law I [P=RED090/ENG090]	S2	3	0	3	_____	_____
BUS 137 Principles of Management [P=RED090/ENG090]	F2	3	0	3	_____	_____
MKT 120 Principles of Marketing	F2	3	0	3	_____	_____
ECO 251 Principles of Microeconomics [P=RED090/ENG090]	F2	3	0	3	_____	_____
CIS 110 Introduction to Computers [P=RED090/ENG090/MAT070]	F1	2	2	3	_____	_____
III. OTHER REQUIRED HOURS						
COE 110 World of Work	F1	1	0	1	_____	_____
BUS 110 Introduction to Business [P=RED090/ENG090]	F1	3	0	3	_____	_____

BUS 121 Business Mathematics OR CO-OP 2 hrs [P=RED090/ENG090/MAT070]	F2	2	2	2or 3	_____	_____
CTS 130 Spreadsheets I [P=CIS110 or CIS111]	F2	2	2	3	_____	_____
BUS 280 REAL Small Business OR ACC 121 Principles of Managerial Accounting [P=ACC120]	F2	4	0	4	_____	_____
OST 136 Word Processing [P=OST080]	F2	2	2	3	_____	_____
INT 110 International Business [P=RED090/ENG090]	F2	3	0	3	_____	_____
BUS 240 Business Ethics [P=RED090/ENG090]	S1	3	0	3	_____	_____
BUS 125 Personal Finance OR CTS 230 OR CO-OP 2hrs	S1	3	0	2 or3	_____	_____
OST 286 Professional Development	S1	3	0	3	_____	_____
ACC 150 Accounting Software Application OR CO-OP 2hrs [P=ACC115orACC120]	S1	1	2	2	_____	_____
ACC 140 Payroll Accounting [P=ACC115 or ACC120]	S2	1	2	2	_____	_____
BUS 285 Bus. Management Issues [P=BUS 110/BUS121/BUS137]	S2	2	2	3	_____	_____
BUS 260 Business communications [P=ENG111]	S2	3	0	3	_____	_____

Total Semester Hours Required for Degree

74-76