

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.



Employment Opportunities

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. Describe the laws of commercial transactions and processes used to legally conduct business in a dynamic global marketplace
3. Work proficiently with the QuickBooks small business accounting system.
4. 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.

***This program offers a [Career and College Promise pathway \(CCP\) C25120HB and C25120HE](#). Courses within the pathway are highlighted in yellow.**

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 025	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites: None	1			1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 025 and MAT 025 Pre-Requisites for CIS 111: None	1-2	2		3-4	2-3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 025 and MAT 025	3	2		5	4
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025 and MAT 025	3			3	3
TOTAL SEMESTER HOURS						16-17
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 025	3			3	3
BUS 245 Entrepreneurship II	Pre-Requisites: BUS 139	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 and MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
Choose 4 credit hours from the Other Major Hours List	Pre-Requisites for Other Major Hours: Varies	2-4	0-3		4-5	4
TOTAL SEMESTER HOURS						16-17

Second 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 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 025	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 025 and MAT 025	3			3	3
BUS 151 People Skills	Pre-Requisites : None	3			3	3
TOTAL SEMESTER HOURS						17
Second Year Spring 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 025	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 025 and MAT 025	3			3	3
ECO 252 Prin. Of Macroeconomics	Pre-Requisites: ENG 025 and MAT 025	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
BUS 160 Data Analysis/Decision Making	Pre-Requisites: ENG 025 and MAT 025	2	2		4	3
TOTAL SEMESTER HOURS						18
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						66-69

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 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2	4
ACC 140 Payroll Accounting	Pre-Requisites: ACC 120	1	3	2
ACC 270 International Accounting	Pre-Requisites: ACC 120	3		3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 025	3		3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111	2	2	3
INT 210 International Trade	Pre-Requisites: ENG 025	3		3
INT 230 International Law	Pre-Requisites: BUS 115	3		3
WBL 111 Work-Based learning I	Pre-Requisites: None			1
WBL 112 Work-Based learning I	Pre-Requisites: None			2
WBL 121 Work-Based learning II	Pre-Requisites: None			1
WBL 122 Work-Based learning II	Pre-Requisites: None			2
WBL 131 Work-Based learning III	Pre-Requisites: None			1
WBL 132 Work-Based learning III	Pre-Requisites: None			2

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 025	3			3	3
MKT 120 Principles of Marketing	Pre-Requisites: None	3			3	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 025 and MAT 025	3	2		5	4
TOTAL SEMESTER HOURS						10
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 025	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
TOTAL SEMESTER HOURS						6
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						16

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 025	3			3	3
MKT 120 Principles of Marketing	Pre-Requisites: None	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025 and MAT 025	3			3	3
TOTAL SEMESTER HOURS						9
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 025 and MAT 025	3	2		5	4
TOTAL SEMESTER HOURS						7
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						16

Technical and Vocational Programs

Business Administration-Associate in Applied Science A 25 120 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 025	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites: None	1	2		1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 025 and MAT 025	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 025 and MAT 025	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 025 and MAT 025	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 and MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
INT 110 International Business (1st 8 week course)	Pre-Requisites: ENG 025	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 025	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	3		4	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
BUS 240 Business Ethics (2nd 8 week course)	Pre-Requisites : ENG 025	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 025 and MAT 025	3			3	3
BUS 160 Data Analysis/Decision Making	Pre-Requisites: ENG 025 and MAT 025	2	2		4	3
TOTAL SEMESTER HOURS						17
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 025 and MAT 025	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2		5	4
BUS 125 Personal Finance	Pre-Requisites: ENG 025 and MAT 025	3			3	3
TOTAL SEMESTER HOURS						10
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						65-66

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 025	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites: None	1	2		1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 025 and MAT 025	2	2		4	3
ACC 120 Principles of Financial Accounting	Pre-Requisites: ENG 025 and MAT 025	3	2		5	4
INT 110 International Business (1st 8 week course)	Pre-Requisites: ENG 025	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 025 and MAT 025	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 025	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: ACC 120	1	3		4	2
ENG 112 Writing/Research in the Disciplines	Pre-Requisites:None	3			3	3
BUS 285 Business Management Issues	Pre-Requisites: BUS 110 and BUS 137	3	1		4	3
<u>Choose one of the following:</u> 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 and MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
BUS 151 People Skills (1st 8 week course)	Pre-Requisites: None	3				3
BUS 240 Business Ethics (2nd 8 week course)	Pre-Requisites: ENG 025	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 025 and MAT 025	3			3	3
BUS 160 Data Analysis/Decision Making	Pre-Requisites: ENG 025 and MAT 025	3			3	3
TOTAL SEMESTER HOURS						23-24
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
<u>Humanities/Fine Arts:</u> ART 111 Art Appreciation OR MUS 110 Music Appreciation	Pre-Requisites: None	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025	3			3	3
BUS 125 Personal Finance	Pre-Requisites: ENG 025 and MAT 025	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3			5	4
TOTAL SEMESTER HOURS						13
TOTAL DEGREE CREDITS						65-66