

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 |
| Humanities/Fine Arts 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 |
| Choose one of the following: 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 | 2 | 2 | | 4 | 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 |
| Humanities/Fine Arts: 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 |