



Business Administration
Credential: - Associate in Applied Science
Degree in Business Administration
A2512000

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 have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Program Length: 4 semesters

Career Pathway Options: Associate in Applied Science Degree in Business Administration

Program Sites:

Lee & Harnett Campuses - Day Program
 Selected Evening Courses

Distance Education - 1st and 2nd year
 All Campuses

Course Requirements for Business Administration Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing I	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Prof. Research & Reporting	3-0-3
*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (19 SHC)

ACC 120	Prin. of Financial Acct	3-2-4
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
***CIS 110	Intro to Computers	2-2-3
****ECO 151	Survey of Economics	3-0-3
MKT 120	Principles of Marketing	3-0-3

C. Other Major Hours Required (37 SHC)

ACC 121	Prin. of Managerial Acct	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 121	Business Math	2-2-3
BUS 147	Business Insurance	3-0-3
BUS 153	Human Resource Management.	3-0-3
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3

BUS 255	Org Behavior in Business	3-0-3
COE 111	Co-op Work Experience I	0-10-1
INT 110	International Business	3-0-3
	Major Electives	8-0-8

Major Elective Course Listing (Select a minimum of 8 SHC hours)		
ACC 122	Prin. of Financial Acct II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 228	Business Statistics	2-2-3
BUS 260	Business Communications	3-0-3
BUS 280	REAL Small Business	4-0-4
CIS 152	Database Concepts & Apps.	2-2-3
OST 131	Keyboarding	1-2-2

Total Semester Hours Credit Required for Graduation: 71/72

Semester Curriculum for Business Administration Degree

1st Semester (Fall)		C-L-SHC
ACC 120	Prin. of Financial Acct	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 121	Business Math	2-2-3
****ECO 151	Survey of Economics	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
OST 131	Keyboarding (Major Elective)	<u>1-2-2</u>
		15-8-19

2nd Semester (Spring)		
ACC 121	Prin. of Managerial Acct	3-2-4
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
***CIS 110	Introduction to Computers	2-2-3
ENG 114	Prof Research & Reporting	3-0-3
***HUM 115	Critical Thinking	<u>3-0-3</u>
		16/17-4-18/19

3rd Semester (Fall)		
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3
BUS 255	Org Behavior in Business	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
MKT 120	Principles of Marketing	3-0-3
	Major Electives	<u>3-0-3</u>
		17-2-18

4th Semester (Spring)		
BUS 147	Business Insurance	3-0-3
BUS 153	Human Resource Management	3-0-3
COE 111	Co-op Work Experience I	0-10-1
INT 110	International Business	3-0-3
PSY 150	General Psychology	3-0-3
	Major Electives	<u>3-0-3</u>
		15-10-16

Total Semester Hours Credit: 71/72

- * Student may substitute any approved humanities elective
- ** Students may substitute MAT 115 (nontransferable)
- *** Student may substitute CIS 111 (nontransferable)
- **** Students may substitute ECO 251 or ECO 252.

- ACC 120 Prin. of Financial Accounting** 3-2-4
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
- ACC 121 Prin. of Managerial Acc.** 3-2-4
Prerequisite: ACC 120
This course is a continuation of accounting principles. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
- BUS 110 Introduction to Business** 3-0-3
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the comprehensive articulation agreement pre-major and/or elective course requirement.*
- BUS 115 Business Law I** 3-0-3
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the comprehensive articulation agreement pre-major and/or elective course requirement.*
- BUS 121 Business Math** 2-2-3
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.
- BUS 137 Principles of Management** 3-0-3
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.
- BUS 147 Business Insurance** 3-0-3
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.
- BUS 153 Human Resource Mgmt.** 3-0-3
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.
- BUS 225 Business Finance** 2-2-3
Prerequisites: ACC 120
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.
- BUS 240 Business Ethics** 3-0-3
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.
- BUS 255 Org Behavior in Business** 3-0-3
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.
- CIS 110 Intro to Computers** 2-2-3
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
- COE 111 Co-op Work Experience I** 0-10-1
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
- ECO 151 Survey of Economics** 3-0-3
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ENG 111 Expository Writing 3-0-3

Prerequisites: 80 CPT reading score and 86 CPT writing score, or 18 ACT score, or 450 verbal SAT score, or satisfactory completion of developmental requirements.

Co-requisites: ENG 111A

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 111A Expository Writing Lab 0-2-1

Prerequisites: 80 CPT reading and 86 CPT writing score, or 18 ACT score, or 450 verbal SAT score, or satisfactory completion of developmental requirements.

Co-requisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. *The computer is used as a writing and design tool for this course.*

ENG 114 Prof. Research & Reporting 3-0-3

Prerequisites: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

HUM 115 Critical Thinking 3-0-3

Prerequisites: ENG 101 or ENG 111

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective requirement.*

INT 110 International Business 3-0-3

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

MAT 140 Survey of Mathematics 3-0-3

Prerequisites: CPT arithmetic score of 57 and algebra score of 38, or ACT score of 18, or SAT mathematics score of 450, or successful completion of developmental requirements

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MKT 120 Principles of Marketing 3-0-3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

PSY 150 General Psychology 3-0-3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*