

Southern West Virginia 2022-2023 Southern Academic Catalog Community Technical College

Business Administration, A.A.S.

Purpose

The Business Administration Program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. While this program is not designed to transfer into a four-year program, there are some 2 + 2 articulation agreements in existence with several colleges/universities.

The full Business Administration Program is available online. Some courses may be offered at Campus locations. Check schedule for offerings.

Program Level Outcomes:

1. Students will apply critical-thinking, problem-solving, and decision-making skills required to function effectively in a business environment.
2. Students will demonstrate the ability to communicate effectively in diverse business situations.
3. Students will demonstrate an understanding of globalization and the impact of cultural, economic, regulatory, and social environments on businesses and organizations.
4. Students will apply core business concepts of the functional areas of business (accounting, economics, finance, management, and marketing) in evaluating business issues.
5. Students will demonstrate the knowledge and application of ethical concepts and behaviors in the workplace.
6. Students will evaluate, analyze, and interpret information using quantitative methods to make sound business decisions.

First Semester

- [AC 111 - Principles of Accounting I](#) 3 Credit Hours (E)
- [BU 100 - Introduction to Business](#) 3 Credit Hours (E)

- [BU 115 - Business Mathematical Applications](#) 3 Credit Hours
or
- [MT 121 - ~College Mathematics for General Education](#) 3 Credit Hours or higher

- [BU 120 - Business Software Applications](#) 3 Credit Hours (E)
- [EN 101 - ~English Composition I](#) 3 Credit Hours

Credit Hours: 15

Second Semester

- [AC 112 - Principles of Accounting II](#) 3 Credit Hours
- [BU 205 - Communications in Business](#) 3 Credit Hours

- [BU 207 - Business Law](#) **3 Credit Hours**
- [SP 103 - ~Speech Fundamentals](#) **3 Credit Hours**
- ¹Restricted Specialized Elective **3 Credit Hours**

Credit Hours: 15

Third Semester

- [BU 230 - Business Statistics](#) **3 Credit Hours**
or
- [MT 225 - ~Elementary Statistics](#) **3 Credit Hours**

- [EC 241 - ~Principles of Economics I](#) **3 Credit Hours**
- ²General Education Elective **3 Credit Hours**
- ¹Restricted Specialized Elective **6 Credit Hours**

Credit Hours: 15

Fourth Semester

- [AC 265 - Payroll Accounting](#) **3 Credit Hours**
- [EC 242 - ~Principles of Economics II](#) **3 Credit Hours**
- ¹Restricted Specialized Elective **9 Credit Hours**

Credit Hours: 15

Total Credit Hours: 60

~ Designates courses on the statewide Core Coursework Transfer Agreement.

¹Restricted Specialized Elective: Choose from [AH 220](#), [AH 285](#), Accounting (AC), Business (BU), Computer Information Systems (CS), Economics (EC), Entrepreneurism (EP), Finance (FN), Management (MG), or Marketing (MK) courses not already required by the program and other related courses as approved by the Dean.

²General Education Elective: Choose from any English (EN), History (HS), Mathematics (MT), Political Science (PS), Psychology (PY), or Sociology (SO) course not already required by the program.

This degree program provides students the opportunity to receive credit for their high school EDGE courses (<http://careertech.k12.wv.us/edge/edgeCollege.html>) as designated by the (E) within the program sequence.
