

Instructional Programs

Business Administration

Associate in Applied

Science 60 Credit Hours

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.

First Semester	Title	Credit Hours
AC 111	Principles of Accounting I	3
BU 100 (E)	Introduction to Business	3
BU 115	Business Mathematical Applications	3
or	or	
MT 121 or higher	~ College Mathematics for General Education or higher	
BU 120	Business Software Applications	3
EN 101 or EN 101A	~English Composition I	3
		15
Second Semester	Title	Credit Hours
AC 112	Principles of Accounting II	3
BU 205	Communications in Business	3
BU 207	Business Law	3
SP 103	~Speech Fundamentals	3
	¹ Restricted Specialized Elective	3
		15
Third Semester	Title	Credit Hours
BU 230	Business Statistics	3
or	or	
MT 225	~Elementary Statistics	
EC 241	~Principles of Economics I	3
	² General Education Elective	3
	¹ Restricted Specialized Elective	6
		15
Fourth Semester	Title	Credit Hours
AC 265	Payroll Accounting	3
EC 242	~Principles of Economics II	3
	¹ Restricted Specialized Elective	9
		15

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), Marketing (MK), or Office Administration (OA) courses not already required by the program and other related courses as approved by the Dean.

²General Education Elective: Choose from any EN, HS, MT, PS, PY, or SO course not already required by the program.

~ Designates courses on the statewide Core Coursework Transfer Agreement.

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.

Dean: 304.896.7365

Administrative Secretary: 304.896.7385