

# CURRICULUM STANDARD

Effective Term  
Fall 2008  
[2008\*03]

Curriculum Program Title

**Business Administration**

Code

**A25120**

Concentration

**(not applicable)**

## *Curriculum Description*

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.

## *Curriculum Requirements\**

*[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204(3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

|  | <b>AAS</b>   | <b>Diploma</b> | <b>Certificate</b> |
|--|--------------|----------------|--------------------|
| Minimum General Education Hours          | 15           | 6              | 0                  |
| Minimum Major Hours                      | 49           | 30             | 12                 |
| Other Required Hours                     | 0-7          | 0-4            | 0-1                |
| <b>Total Semester Hours Credit (SHC)</b> | <b>64-76</b> | <b>36-48</b>   | <b>12-18</b>       |

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

*[ref. 23 NCAC 02E.0204 (3)]*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Business Administration A25120**

|   | <b>AAS</b>       | <b>Diploma</b>   | <b>Certificate</b> |
|---|------------------|------------------|--------------------|
| <b>Minimum Major Hours Required</b>   | <b>49 SHC</b>    | <b>30 SHC</b>    | <b>12 SHC</b>      |
| <b>A. CORE</b><br><i>Courses required for the diploma are designated with *</i><br><b>Required Courses:</b><br>* BUS 115 Business Law I 3 SHC<br>* BUS 137 Principles of Management 3 SHC<br>* MKT 120 Principles of Marketing 3 SHC<br><br><b>Required Subject Areas:</b><br><b>*Accounting.</b> Select one:<br>ACC 115 College Accounting 4 SHC<br>ACC 120 Prin of Financial Acct 4 SHC<br><br><b>*Economics.</b> Select one:<br>ECO 151 Survey of Economics 3 SHC<br>ECO 251 Principles of Microeconomics 3 SHC<br>ECO 252 Principles of Macroeconomic 3 SHC<br><br><b>*Computer Applications.</b> Select one:<br>CIS 110 Introduction to Computers 3 SHC<br>CIS 111 Basic PC Literacy 2 SHC<br>OST 137 Office Software Applications 3 SHC | <b>18-19 SHC</b> | <b>18-19 SHC</b> |                    |
| <b>B. CONCENTRATION</b> <i>(not applicable)</i><br><br><br><div style="text-align: right;"><i>Continued on next page</i></div>  |                  |                  |                    |

**Business Administration A25120 (continued)**

**C. OTHER MAJOR HOURS**

*To be selected from the following prefixes:*

ACC, AIB, BAF, BUS, CIS, COE, CSC, CSV, CTS, DBA, ECM,  
ECO, ETR, HRM, INS, INT, ISC, LOG, MKT, OMT, OST, PAD, PMT,  
RLS, and WEB

*Foreign language courses (including ASL) that are not designated as  
approved other major hours may be included in all programs up to a  
maximum of 3 semester hours of credit.*