Business Administration

Recommended Sequence
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 at all campus locations

. Dept/No.	Title	Credit Hours
Support Courses		
BU 115	Business Mathematical Applications	3
or	or	
MT 123	Intermediate Algebra	
EC 241	Principles of Economics I	3
EC 242	Principles of Economics II	3
EN 101	English Composition I	3
PY 201	General Psychology	3
or	or	
SO 200	Introduction to Sociology	
or	or	
SO 215	Human Relations	
SP 103	Speech Fundamentals	3
Major Courses		
AC 111	Principles of Accounting I	3
AC 112	Principles of Accounting II	3
AC 265	Payroll Accounting	3
BU 100	Introduction to Business	3
BU 120	Business Software Applications	3
BU 205	Communications in Business	3
BU 207	Business Law	3
BU 230	Business Statistics	3
FN 231	Principles of Finance	3
MG 260	Principles of Management	3
MG 261	Human Resources Management	3
MK 270	Principles of Marketing	3
1Restricted Electives		6

1Choose from: Any Accounting, Business, Computer Science, Economics, Finance, Management, Marketing, or Office Administration course not already specified in the program may be used to fulfill the restricted electives requirement.

Transfer Note: If a student wishes to continue into a four-year degree program, 2 + 2 agreements are in place with several institutions. Please discuss options with your Advisor/Counselor.

A trimester-by-trimester program course sequence is available at http://www.southernwv.edu/programs/business-administration

Department Chair: 304.236.7619 Administrative Secretary: 304.236.7609

Business Administration
60 Credit Hours

Recommended Sequence

First Year - First Trimester

AC 111	Principles of Accounting I	3
BU 100	Introduction to Business	3
BU 115	Business Calculations	
OR		
MT 123	Intermediate Algebra	3
BU 120	Business Software Applications	3
EN 101	English Composition I	3
	Total Trimester Hours	15

FIRST YEAR – SECOND TRIMESTER

AC 112	Principles of Accounting II	3
BU 207	Business Law	3
MG 260	Principles of Management	3
PY 201	General Psychology	
OR		
SO 200	Introduction to Sociology	
OR		
SO 215	Human Relations	3
SP 103	Speech Fundamentals	3
	Total Trimester Hours	15

SECOND YEAR – FIRST TRIMESTER

BU 205	Communications in Business	3
BU 230	Business Statistics	3
EC 241	Principles of Economics I	3
FN 231	Principles of Finance	3
Restricted Business Electives		3
	Total Trimester Hours	15

SECOND YEAR –SECOND TRIMESTER

AC 265	Payroll Accounting	3
EC 242	Principles of Economics II	3
MG 261	Human Resource Management	3
MK 270	Principles of Marketing	3
Business Restricted Elective		3
	Total Semester Hours:	15
	Total Program Hours	**60**