

WAYNE COMMUNITY COLLEGE

Business Administration (A25120)

Official Program Description registered with the NC Community College System:

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 Learning Outcomes

Upon completion of the Business Administration program, a graduate should be able to:

- Apply the appropriate style of business management to a real world scenario.
- Prepare income tax returns.
- Apply generally accepted accounting principles to business transactions.
- Apply the principles of marketing in business.
- Compose effective business documents.
- Apply the appropriate business principles to a real world scenario.

Cooperative Education Option

The Cooperative Education Option is especially designed to provide qualified business administration students with an opportunity to combine the regular Business Administration curriculum with practical work experience. The combination of classroom instruction with practical/related Co-op work experience provides numerous benefits to participating students. The cooperative education credits replace BUS 125 Personal Finance and MKT 123 Fundamentals of Selling.

Career opportunities are enhanced as students completing this program graduate with practical work experience in addition to the Associate of Applied Science Degree. The program also provides an opportunity for the student to explore a career before making a commitment to full-time employment. See the section on Cooperative Education program for eligibility criteria.

Degree Awarded

The Associate in Applied Science Degree - Business Administration is awarded by the College upon completion of this program.

For More Information

The Business Administration program is in the Business and Computer Technologies Division. For more information, call (919) 735-5151, ext. 6880. On the Internet, send e-mail to etlegrand@waynecc.edu or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- Placement tests are required in English, mathematics, reading, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

Contact Semester
Hours Credit Hours

FIRST SEMESTER

ACA 111	College Student Success.....	1	1
BUS 110	Introduction to Business	3	3
BUS 115	Business Law I.....	3	3
CIS 110	Introduction to Computers	4	3
ENG 111	Expository Writing.....	3	3
MKT 120	Principles of Marketing	3	3
			16

SECOND SEMESTER

ACC 120	Principles of Financial Accounting	5	4
ACC 129	Individual Income Taxes.....	4	3
BUS 153	Human Resource Management	3	3
ENG 114	Professional Research and Reporting	3	3
MAT 115	Mathematical Models.....	4	3
			16

THIRD SEMESTER

ACC 121	Prin. of Managerial Accounting	5	4
BUS 137	Principles of Management	3	3
BUS 240	Business Ethics	3	3
COE 110	World of Work	1	1
	*Economics Elective	3	3
	Humanities/Fine Arts Elective ..	3	3
	**Professional Elective.....		1-5
			18-20

FOURTH SEMESTER

BUS 116	Business Law II.....	3	3
BUS 239	Bus Applications Seminar	3	2
BUS 260	Business Communication	3	3
MKT 220	Advertising and Sales	3	3
	Social/Behavioral Science Elective	3	3
	Professional Elective	-	1-5
			15-17

Total Credit Hours 67-79

*Select one of the following Economics Electives from the courses below:

- ECO 251 Principles of Microeconomics or ECO 252 Principles of Macroeconomics

*Select 6-semester hours of Professional Electives from the courses below:

- COE 111 and COE 122 or 112 and COE 121 must be completed in sequence to meet the Professional Elective requirement.
- Six semester hours of Cooperative Education Work Experience can be applied as Professional Electives.

		Contact Hours	Semester Credit Hours
BUS 225	Business Finance	3	3
COE 111	Co-op Work Experience I.....	10	1
COE 121	Co-op Work Experience II.....	10	1
COE 131	Co-op Work Experience III.....	10	1
COE 211	Co-op Work Experience IV	10	1
COE 221	Co-op Work Experience V	10	1
COE 231	Co-op Work Experience VI	10	1
COE 112	Co-op Work Experience I.....	20	2
COE 122	Co-op Work Experience II.....	20	2
COE 132	Co-op Work Experience III.....	20	2