

# Business Administration

FALL 2009

## [A25120] Associate in Applied Science Degree (Day, Evening/Online/Hybrid)

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.

### COMPETENCIES

Randolph Community College is committed to continuous improvement through program evaluation. One part of the evaluation is to assess program competencies. While our program contains many competencies for students to achieve, each year a select few are chosen for assessment purposes. This year, program competency assessment will focus on these:

1. Explain basic knowledge of disciplines of marketing, management, human resource management, finance, and law.
2. Apply accepted business theories of the above-mentioned disciplines to solve problems.
3. Use the frameworks from relevant business functional areas to solve problems.

### GENERAL ADMISSIONS REQUIREMENTS FOR CURRICULUM PROGRAMS

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required of all applicants enrolling in curriculum courses. Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applicants are not admitted into specific curriculum programs, and thus, not eligible for financial aid until admission requirements are met (i.e. transcripts, testing, etc.). Applications can be obtained from high school counselors and from Student Services.

### IN ORDER TO ENROLL, THE STUDENT SHOULD

- complete an RCC application,
- provide official copies of high school transcript and/or GED test scores and all college transcripts,\*
- call (336) 633-0224 to discuss placement testing,
- meet with someone in RCC's financial aid office if necessary, (336) 633-0205,
- meet with your faculty advisor (during specified registration period),
- register and pay for classes (during specified registration period).

\*Applicants who are high school graduates should request a copy of their high school transcript. In cases where the last six weeks' work is not completed, a supplemental transcript should be forwarded to the College after the student's graduation. GED graduates must submit official copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call Student Services, (336) 633-0224. Transcripts are not official unless they are sent directly from the high school or college attended.

### FACULTY ADVISORS

The faculty advisors for Business Administration are: Dr. Ralphael Brown, (336) 633-0327, [rlbrown@randolph.edu](mailto:rlbrown@randolph.edu). and Waymon Martin, (336) 633-0317, [wcmartin@randolph.edu](mailto:wcmartin@randolph.edu).



## DAY

Hours/Week Sem. Hrs  
Class Lab Wk. Exp. Credit

### First Year: Fall Semester

ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
OST 131 Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
	<b>12</b>	<b>6</b>	<b>0</b>	<b>15</b>

### First Year: Spring Semester

ACC 121 Prin of Managerial Acct	3	2	0	4
BUS 116 Business Law II	3	0	0	3
BUS 137 Prin of Management	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
OST 136 Word Processing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	<b>13</b>	<b>6</b>	<b>0</b>	<b>16</b>

### First Year: Summer Session

BUS 255 Org Behavior in Business	3	0	0	3
ENG 111 Expository Writing	3	0	0	3
MKT 120 Prin of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

### Second Year: Fall Semester

ECO 252 Prin of Macroeconomics	3	0	0	3
ENG 114 Prof. Research & Reporting	3	0	0	3
MAT 140 Survey of Mathematics	3	0	0	3
MKT 123 Fundamentals of Selling	3	0	0	3
--- Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

### Second Year: Spring Semester

ACC 131 Federal Income Taxes	2	2	0	3
BUS 225 Business Finance	2	2	0	3
BUS 153 Human Resource Management	3	0	0	3
INT 110 International Business	3	0	0	3
--- Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>

**TOTAL SEMESTER HOURS CREDIT: 70**

## EVENING/ONLINE/HYBRID

Hours/Week Sem. Hrs  
Class Lab Wk. Exp. Credit

### First Year: Fall Semester

BUS 110 Introduction to Business	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
OST 131 Keyboarding	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
	<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>

### First Year: Spring Semester

BUS 137 Principles of Management	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
OST 136 Word Processing	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
	<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

### First Year: Summer Session

ENG 111 Expository Writing	3	0	0	3
--- Humanities/Fine Arts	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

### Second Year: Fall Semester

ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 115 Business Law I	3	0	0	3
ENG 114 Prof. Research & Reporting	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>9</b>	<b>2</b>	<b>0</b>	<b>10</b>

### Second Year: Spring Semester

ACC 121 Prin of Managerial Acct	3	2	0	4
BUS 116 Business Law II	3	0	0	3
INT 110 International Business	3	0	0	3
--- Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>12</b>	<b>2</b>	<b>0</b>	<b>13</b>

### Second Year: Summer Session

BUS 255 Org Behavior in Business	3	0	0	3
MKT 120 Principles of Marketing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

### Third Year: Fall Semester

ECO 252 Prin of Macroeconomics	3	0	0	3
MAT 140 Survey of Mathematics	3	0	0	3
MKT 123 Fundamentals of Selling	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>

### Third Year: Spring Semester

ACC 131 Federal Income Taxes	2	2	0	3
BUS 225 Business Finance	2	2	0	3
BUS 153 Human Resource Management	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
	<b>7</b>	<b>4</b>	<b>0</b>	<b>9</b>

**TOTAL SEMESTER HOURS CREDIT: 70**