

# BUSINESS ADMINISTRATION, A.A.S

The **Associate of Applied Science in Business Administration** gives students a strong background in business skills and competencies. Upon completing the AAS, students are ready to enter the workforce in entry-level positions or continue their education toward the Bachelor of Applied Science in Business Administration at WVUP.

## Milestone Course

These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for completion.

## Career Planning

As you prepare for your last year before graduation, visit WVU Parkersburg's Career Services Office to write your resume, plan your job search, and learn how to have a successful interview. Students interested in the BAS should apply for the program in their final semester of the AAS program.

## Capstone Course

The capstone is a semester-long project that prepares you for the workforce by perfecting your resume, assessing student learning outcomes, and preparing a portfolio of student work.

## Electives

**Business Electives** - Choose courses with the following prefixes: ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG.

Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

### Total Degree Credits: 60

Course	Title	Hours
<b>Semester 1</b>		
BTEC 275	ADVANCED BUSINESS APPLICATIONS <sup>2</sup>	3
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
Quantitative Reasoning ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#qr">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#qr</a> ) Elective <sup>1</sup>		3
Writing and Rhetoric ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr</a> ) Elective <sup>1</sup>		3
GBUS 101	INTRO TO BUSINESS (Milestone Course) <sup>2</sup>	3
ECON 202	~MACROECONOMICS <sup>2</sup>	3
<b>Hours</b>		<b>16</b>
<b>Semester 2</b>		
Human Communication and Interaction ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#hci">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#hci</a> ) Elective <sup>1</sup>		3
Writing and Rhetoric ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr</a> ) Elective <sup>1</sup>		3
MGMT 220	PRINCIPLES OF MANAGEMENT <sup>3</sup>	3
ECON 201	~MICROECONOMICS <sup>2</sup>	3
GBUS 117	FINANCIAL BUSINESS APPLICATION (Milestone Course) <sup>2</sup>	3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
People and Their Worlds ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#ptw">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#ptw</a> ) Elective <sup>1</sup>		3
Scientific Inquiry ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#si">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#si</a> ) Elective <sup>1</sup>		4
Free Elective <sup>1</sup>		1
ACCT 201	PRIN OF ACCOUNTING 1 <sup>2</sup>	3
GBUS 202	BUSINESS COMMUNICATION <sup>2</sup>	3
<b>Hours</b>		<b>14</b>
<b>Semester 4</b>		
Business Elective <sup>3</sup>		3
Aesthetics, Creativity, and Appreciation ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#aca">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#aca</a> ) <sup>1</sup>		3
ACCT 202	PRIN OF ACCOUNTING 2 <sup>2</sup>	3
MKTG 230	PRINCIPLES OF MARKETING <sup>3</sup>	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE (Milestone Course; Capstone Course) <sup>3</sup>	3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> GPA Requirement: Gen Ed 2.00

<sup>2</sup> GPA Requirement: Common Professional Component - 2.25

**Degree requires a total of 60 credit hours. [ Core Course Credit Hours : 23 ]**

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<b>Core Courses</b>		
COLL 101	ORIENTATION TO COLLEGE <sup>1</sup>	1
	Writing and Rhetoric ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr</a> )	6
	Quantitative Reasoning ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#qr">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#qr</a> )	3
	Scientific Inquiry ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#si">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#si</a> )	4
	Aesthetics, Creativity, and Appreciation ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#aca">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#aca</a> )	3
	Human Communication and Interaction ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#hci">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#hci</a> )	3
	People and Their Worlds ( <a href="https://wvup-public.courseleaf.com/programs-study/general-education-mission/#ptw">https://wvup-public.courseleaf.com/programs-study/general-education-mission/#ptw</a> )	3
<b>Program Courses</b>		
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
ACCT 201	PRIN OF ACCOUNTING 1	3
GBUS 202	BUSINESS COMMUNICATION	3
ACCT 202	PRIN OF ACCOUNTING 2	3
MKTG 230	PRINCIPLES OF MARKETING	3
GBUS 240	ASSOCIATE BUSINESS CAPSTONE	3
	Business Elective	3
	Free Elective	1
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> Institutional Graduation Requirement.