

BUSINESS ADMINISTRATION, C.A.S

The **Certificate of Applied Science in Business Administration** gives students a background in business skills and competencies and prepares them for entry-level positions in a variety of business settings.

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 semester with the Certificate of Applied Science, visit the WVU Parkersburg's Career Services Office to write your resume, plan your job search, and learn how to have a successful interview. Apply to graduate with the Certificate of Applied Science in Business Administration during your second semester. See your advisor for assistance in moving into the Associate of Applied Science in Business Administration.

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

Total Degree Credits: 31

Course	Title	Hours
Semester 1		
GBUS 101	INTRO TO BUSINESS (Milestone Course)	3
ECON 202	~MACROECONOMICS	3
Writing and Rhetoric (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr) Elective		3
Quantitative Reasoning (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#qr) Elective		3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
COLL 101	ORIENTATION TO COLLEGE	1
Hours		16
Semester 2		
Writing and Rhetoric (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr) Elective		3
Human Communication and Interaction (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#hci) Elective		3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION (Milestone Course)	3
Hours		15
Total Hours		31

Degree requires a total of 31 credit hours. [Core Course Credit Hours : 10]

Code	Title	Hours
Core Courses		
COLL 101	ORIENTATION TO COLLEGE ¹	1
Writing and Rhetoric (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#wr)		6
Quantitative Reasoning (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#qr)		3
Program Courses		
GBUS 101	INTRO TO BUSINESS	3
ECON 202	~MACROECONOMICS	3
BTEC 275	ADVANCED BUSINESS APPLICATIONS	3
ECON 201	~MICROECONOMICS	3
GBUS 117	FINANCIAL BUSINESS APPLICATION	3
MGMT 220	PRINCIPLES OF MANAGEMENT	3
Human Communication and Interaction (https://wvup-public.courseleaf.com/programs-study/general-education-mission/#hci) Course		3
Total Hours		31

¹ Institutional Graduation Requirement.