



Business Administration
Associate of Applied Science Degree

MAJOR CODE: BA13 **REQUIRED CREDIT HOURS:** 63 **CIP Code:** 52.0201

Location(s): DeKalb/DeKalb/Newton/Online

Program Description: The Business Administration Associate of Applied Science is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in today's business and office environment. This program will provide graduates with skills for employment in both private and public agencies.

Course Number	Course	Credit Hours	Pre/Co-Requisite(s)
ACCT 1100	Financial Accounting I	4	Prereq: Program Admission or Advisor Approval
ACCT 1105	Financial Accounting II	4	Pre-req: ACCT1100, Instructor approval for Provisional Students
ACCT 1120	Spreadsheet Applications OR	4	Pre-req: COMP1000
BUSN 1410	Spreadsheet Concepts and Applications	(4)	Pre-req: COMP1000
BAFN 1110	Money and Banking	3	Pre-req: Program Admission
BAFN 1115	Personal Financial Planning	3	Pre-req: Program Admission
BUSN 1400	Word Processing Applications	4	Pre-req: COMP1000
BUSN 1420	Database Applications	4	Pre-req: COMP1000
BUSN 1440	Document Production	4	Pre-req: BUSN1100, Keyboarding Exam-The ability to key 25 gross words a minute on 3-minute time writing with no more than 3 errors.
MGMT 1100	Principles of Management	3	Pre-req: Provisional Admission
MGMT 1125	Business Ethics	3	Pre-req: MGMT1100, MGMT1120
MGMT 2115	Human Resource Management	3	Pre-req: Provisional Admission Co-req: MGMT1100
MKTG 1100	Principles of Marketing	3	Pre-req: Provisional Admission
MKTG 1130	Business Regulations and Compliance	3	Pre-req: None
COMP 1000	Introduction to Computer Literacy	3	Pre-req: Equivalent test score
ENGL 1101	Composition and Rhetoric	3	Pre-req: Appropriate Degree Level Reading and Writing (English) placement test scores
MATH 1111	College Algebra	3	Pre-req: Appropriate placement test score or appropriate learning support exit point.
Area II	Social/Behavioral Sciences Elective	3	Pre-req: See Catalog for details
Area IV	Humanities/Fine Arts Elective	3	Pre-req: See Catalog for details
Area I, II, III, or IV	Elective	3	Pre-req: See Catalog for details
Total			63

Notes

- Course descriptions are available in the college catalog which can be found online at <https://www.gptc.edu/current-students/course-catalog/>.
- Changes to program requirements can be made and will be properly communicated to students.

Gainful Employment Information

- No gainful employment information available for this program

Additional Information

- As set forth in its student catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political

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affiliation or belief, genetic information, veteran status, or citizenship status(except in those special circumstances permitted or mandated by law). Contact Dr. Perrin Alford, the ADA Coordinator at 404-297-0522, ext. 1231, ADA504Coordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkston, GA 30021, Room A-217; or Lolita Morrison, the Title IX Coordinator, at 404-297-9522, ext. 1210, TitleIXCoordinator@gptc.edu or at the main DeKalb campus, 495 N. Indian Creek Drive, Clarkson, GA 30021 Room A-157 for assistance.

- For more information about our graduation rates and other important program information, please visit our website at <http://www.gptc.edu/wp-content/uploads/2018/02/Placement-rate-by-program.pdf>.
- Georgia Piedmont Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science degrees, diplomas and technical certificates of credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Piedmont Technical College. The Commission should be contacted only if there is evidence that appears to support Georgia Piedmont Technical College's significant non-compliance with Commission requirements or standards. Inquiries related to normal and ongoing College operations such as admission requirements, financial aid, programs, etc., should be addressed directly to Georgia Piedmont Technical College and not to the Commission on Colleges.