PROGRAM OUTLINE

<mark>FOR THE FOLLOWING PROGRAMS ONLY: Occupational Associate Degree and Higher</mark>

INSTITUTION DATA	
Name: Rafael Belloso Chacin University d/b/a URBE University	**ID#**(Leave blank if new school)**: 5594**

PROGRAM DATA					
Program Title: Business Administration					
Credential Issued: Associates of Science					
Program Delivery:	Campus	Online	Correspondence	Other	If other, give a <u>short</u> description
	☒	☒	☐	☐	
Program Length	Semester Hours: **60**		Quarter Hours:		
General Education Hours (See Minimum Requirements Below): 24					

*Minimum General Education Component:

Degree	Semester	Quarter
OAD/AAS	9	14
AA	36	54
AS	15	22.5
BA	45	67.5
BS	30	45

(The duration of a Bachelor Degree Program shall be a minimum of 120 semester credit hours, 180-quarter credit hours, or the recognized clock hour equivalent. A student transferring into the institution with an Associate Degree totaling 60-credit hours, will combine these Associate credit hours with the Bachelor credit hours to meet the minimum total stated above.)

ENTRANCE/ADMISSION REQUIREMENTS:
(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

Submit a high school diploma or a GED
Submit a completed admissions application
Submit a $100 nonrefundable application fee
Copy of valid government issued ID
Online students must have access to the Internet
Students applying for the undergraduate program must also submit a copy of their official transcripts from
their High School and have achieved a minimum grade point average of at least 2.0

PROGRAM OBJECTIVE:
Explain the basic concepts of the functional areas of business administration
Recognize credible sources of information and research techniques
Understand tactics and techniques used in the fields of business administration
Identify ethical practices used in basic business
Articulate various concepts of the business environment including diversity and inclusion
Differentiate the different components of business administration

PROGRAM DESCRIPTION:
The A.S. in Business Administration provides students with basic business administration skills. Students are given an understanding of various methods and knowledge often used in the field. This program will allow students to acquire the skills to problem solve and gain a broad overview of the functional areas of business administration.

PROGRAM BREAKDOWN BY COURSE				
Course Number	**Course Title**	**Credit Hours**	**Clock Hours (If Applicable)**	**Services (If Applicable)**
	NOTE: If a bachelor degree program entrance requirement is to transfer having earned an associate degree, enter the transfer of credit here.			
ENC 120	English Composition I	3		
MAC 105	College Algebra I	3		
ENV 301	Environmental Science	3		
SPC 360	Oral Communication	3		
PHI 410	Critical Thinking	3		
SOC 201	Sociology	3		
GEO 300	World Geography	3		
ARH 250	Art History	3		
BUL270	Business Law	3		
CAP230	Computer Applications and Systems	3		
ECO 160	Principles of Macroeconomics	3		
ETH 240	Ethics and Social Responsibility	3		
MAN 201	International Business	3		
ACG 101	Principles of Accounting	3		
MAR 100	Marketing	3		
MAN 215	Business Ethics	3		
MAN 210	Quality Management	3		
MAN 117	Principles of Management	3		
MAN 212	Organizational Behavior	3		
MAN 230	Organizational Development	3		
	TOTAL:	60		

INVENTORY OF EQUIPMENT:		
Quantity	**Equipment Item**	**Brief Description Of Equipment**
1	Operating Systems	Microsoft Windows Unix/Linux or Mac OS X v10.4 or higher
1	Browser	Google Chrome – latest version available. Mozilla Firefox – latest version available.
1	Hardware	High Speed Internet connection 8 GB RAM or higher Sound Card and Speakers Intel Core i3 or higher, or similar. Minimum Display resolution 1920x1080 pixels.
1	Minimum Technical Competences	Correctly use Web Browsing software. Use an Office Package (Word processors, slide makers and spreadsheets). Be familiar with electronic communication processes and tools (e-mail, chat, and social networks).
1	Personal Competences	Responsibility: In the virtual environment students are responsible for their own learning process. Commitment: Students must be committed with the process, the activities, and their work team to have a successful learning experience. Honesty: Plagiarism and other forms of intellectual fraud will not be tolerated in the University's virtual environment. For more information, refer to the school's Copyright and Intellectual Property Policy. Perseverance: For distance learning it's essential that students can keep up with all the assignments in their due dates.