

# Pre-Business Administration (PBA)

## Pre-Business Administration (PBA)

The Pre-Business Administration program provides students with the academic foundation needed for transfer to a bachelor's degree program with a business-related major, such as business administration, accounting, finance, management, or marketing.

Students earn an Associate of Arts degree and are well-prepared to begin their junior year in a bachelor's degree program at the four-year institution of their choice.

Students must consult with their advisor before choosing electives, to ensure that elective courses meet the requirements of the institution where the student will complete their bachelor's degree.

The Pre-Business Administration program can be completed through online learning.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.edu/academics/admission/>) section of the College website.

## Pre-Business Administration (PBA)

Semester 1		Lec	Lab	Credits
ACC 101	Financial Accounting	2	2	3
ENG 101	English Composition 1	3	0	3
LAW 101	Business Law	3	0	3
FYE 1XX	First Year Experience	1	0	1
XXX XXX	Directed Elective 1	3	0	3
Semester 2				
ACC 102	Managerial Accounting	2	2	3
BUS 190	Professional Practices	1	0	1
ECO 105	Principles of Microeconomics	3	0	3
ENG 10X	English Composition Elective	3	0	3
MAT XXX	Mathematics Elective	3	0	3
XXX XXX	Directed Elective 2	3	0	3
Semester 3				

PBA X9X	Cooperative Education 1: Pre-Business Administration	1	40	2
Semester 4				
MKT 101	Principles of Marketing	3	0	3
IM XXX	Computer Skills Elective	0	4	2
XXX XXX	Arts/Humanities Elective 1	3	0	3
XXX XXX	Natural/Physical Science Elective 1	2	2	3
XXX XXX	Transfer Module Elective 1	3	0	3
Semester 5				
COMM 110	Public Speaking	3	0	3
ECO 110	Principles of Macroeconomics	3	0	3
XXX XXX	Arts/Humanities Elective 2	3	0	3
XXX XXX	Natural/Physical Science Elective 2	2	2	3
XXX XXX	Transfer Module Elective 2	3	0	3
<b>Total</b>		<b>53</b>	<b>52</b>	<b>60</b>
<b>Credits:</b>				
Electives				
Students must consult with an advisor before selecting elective courses				
First Year Experience Elective				
FYE 100	College Success Strategies: Overview			1
FYE 105	College Success Strategies: Overview and Application			2
FYE 110	College Success Strategies: Practice and Application			3
English Composition Elective				
ENG 102	English Composition 2: Contemporary Issues			3
ENG 103	English Composition 2: Writing about Literature			3

ENG 104	English Composition 2: Technical Communication	3
ENG 105	English Composition 2: Business Communication	3
<b>Mathematics Elective</b>		
MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 152	Trigonometry	4
MAT 153	Pre-Calculus	6
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5
MAT 253	Calculus 3	5
<b>Computer Skills Elective (2 credit hours required)</b>		
IM 106	Introductory Electronic Word Processing: Microsoft Word	1
IM 107	Introductory Electronic Presentations: Microsoft PowerPoint	1
IM 108	Introductory Electronic Spreadsheets: Microsoft Excel	1
IM 109	Introductory Database Management: Microsoft Access	1
IM 111	Computer Applications	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 200	Information Systems for Managers	3
<b>Arts/Humanities Electives</b>		
Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130		
<b>Natural/Physical Science Electives</b>		
Any Transfer Module course from BIO, CHE, EVS, PHY, PSC		
<b>Cooperative Education Elective (2 credit hours required)</b>		
PBA 191	Part-Time Cooperative Education 1: Pre-Business Administration	1
PBA 192	Part-Time Cooperative Education 2: Pre-Business Administration	1
PBA 193	Part-Time Cooperative Education 3: Pre-Business Administration	1
PBA 194	Part-Time Cooperative Education 4: Pre-Business Administration	1
PBA 291	Full-Time Cooperative Education 1: Pre-Business Administration	2
PBA 292	Full-Time Cooperative Education 2: Pre-Business Administration	2
<b>Transfer Module Electives</b>		
Any Transfer Module course (not used in another category) from ART, ECO, ENG, COMM (except COMM 110), GEO, HST, LBR, LIT, MAT, MUS, PHI, POL, PSY, REL, SOC, THE or BIO, CHE, EVS, PHY, PSC		
<b>Directed Electives</b>		
Any Transfer Module course (not used in another category) from ART, ECO, ENG, COMM, GEO, HST, LBR, LIT, MAT, MUS, PHI, POL, PSY, REL, SOC, THE or BIO, CHE, EVS, PHY, PSC		
ENG 131	Creative Writing: Poetry	3
FIN 100	Personal Finance	3

FIN 150	Business Finance	3
FRN 101	Elementary French 1	4
FRN 102	Elementary French 2	4
FRN 201	Intermediate French 1	4
FRN 202	Intermediate French 2	4
ASL 101	Beginning American Sign Language 1	3
ASL 102	Beginning American Sign Language 2	3
ASL 201	Intermediate American Sign Language 1	3
ASL 202	Intermediate American Sign Language 2	3
LBR 105	Introduction to Labor and Employee Relations	3
MGT 101	Principles of Management	3
MGT 120	Entrepreneurship	3
MGT 220	Leadership	3
SPN 101	Elementary Spanish 1	4
SPN 102	Elementary Spanish 2	4
SPN 201	Intermediate Spanish 1	4
SPN 202	Intermediate Spanish 2	4

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

## Pre-Business Administration (PBA)

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Demonstrate understanding of legal and ethical issues in a business environment.
- Identify, classify and demonstrate management activities.
- Demonstrate knowledge of marketing theory and techniques.
- Apply economic reasoning to the analysis of selected contemporary economic problems.
- Demonstrate employability skills in a business environment.
- Communicate effectively with diverse audiences.
- Evaluate arguments in a logical fashion.
- Acquire an understanding of our global and diverse culture and society.
- Compute and analyze quantitative data using mathematical and logical methods to solve problems.
- Transfer into upper division courses for a baccalaureate degree having met all lower division general education requirements and being granted junior standing for university registration purposes.
- Graduate from a 4-year institution with a baccalaureate degree.

## Faculty

### Program Chair

Paula Kirch Smith, MBA, MEd, CHE  
 paula.kirchsmith@cincinnatiastate.edu

## Co-op Coordinator

Maya Franklin, MS  
maya.franklin@cincinnatiastate.edu

## Business Division Advising

(513) 569-1620  
BTDadvisors@cincinnatiastate.edu

## Courses

### **PBA 191 Part-Time Cooperative Education 1: Pre-Business Administration**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: BUS 190

### **PBA 192 Part-Time Cooperative Education 2: Pre-Business Administration**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 191

### **PBA 193 Part-Time Cooperative Education 3: Pre-Business Administration**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 192

### **PBA 194 Part-Time Cooperative Education 4: Pre-Business Administration**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 193

### **PBA 195 Part-Time Cooperative Education 5: Pre-Business Administration**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 194

### **PBA 196 Part-Time Cooperative Education 6: Pre-Business Administration**

**1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 195

### **PBA 291 Full-Time Cooperative Education 1: Pre-Business Administration**

**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: BUS 190

### **PBA 292 Full-Time Cooperative Education 2: Pre-Business Administration**

**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 291

### **PBA 293 Full-Time Cooperative Education 3: Pre-Business Administration**

**2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.  
Prerequisites: PBA 292