The Bachelor of Science in Business Administration program offers working adults the opportunity to gain credit for their prior life experiences. Students may have acquired college-level knowledge from training received or projects performed at work, for volunteer organizations, or in other arenas.

The Prior Learning Model is a course-based process when students demonstrate that they possess college level knowledge of a subject that has been acquired through specific life/work experiences.

Students begin by attending an Experiential Learning course BUS 1000, which provides students with the basic skills to succeed in the Bachelor of Science in Business Administration program. In addition, to assist students in preparing a Portfolio to be submitted for petition for units, the course covers the following topics:

- Review of Kolb’s Model of Learning,
- Critical Thinking, and
- Writing Composition skills.

The course also explores the potential for units for based on the work the student completes in class. By the eighth meeting the student will make the decision to pursue the petition for Prior Learning Experience.

A student can receive an additional 12 units for the submitted portfolio in addition to the 3 units for taking the introductory class.