

Northern Virginia Community College 2008-2009 Catalog

BUSINESS MANAGEMENT

Associate of Applied Science Degree

AL, AN, LO, MA, WO, ELI*

Purpose: The curriculum is designed for persons who seek employment in business management or for those presently in management who are seeking promotion. The occupational objectives include administrative assistant, management trainee, department head, branch manager, office manager, manager of small business, and supervisor.

Transfer Information: Transfer is **not** the primary purpose of an A.A.S. program, but NOVA has articulation agreements that facilitate the transfer of this and other career-oriented programs to selected senior institutions. Students interested in transfer should contact a counselor or their faculty advisor early in their program.

Recommended Preparation: The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

*Graduation requirements are certified by a faculty advisor at a campus offering this major.

Two Years		Credits
1st Semester		
ACC	211 Prin. of Accounting I	3
BUS	100 Intro. to Business	3
ENG	111 College Composition I	3
¹ MTH	151 Mathematics for the Liberal Arts I	3
² PED	116 Lifetime Fitness & Wellness	1
³ _____	Social Science Elective	3
SDV	Elective	<u>1</u>
	Total	17
2nd Semester		
ACC	212 Prin. of Accounting II	3
⁴ BUS	125 Applied Business Mathematics	3
BUS	200 Prin. of Management	3
⁵ _____	Business Elective	3
ENG	112 College Composition II	3
MKT	201 Intro. to Marketing	<u>3</u>
	Total	18
3rd Semester		
BUS	201 Organizational Behavior	3
BUS	202 Applied Management Principles	3
BUS	241 Business Law I	3
⁶ ECO	120 Survey of Economics	3
⁷ _____	Humanities/Fine Arts Elective	3
⁸ SPD	Elective	<u>3</u>
	Total	18
4th Semester		
BUS	205 Human Resource Management	3
BUS	220 Introduction to Business Statistics	3
BUS	226 Micro. Business Applications or AST 236 Specialized Software Appl. or ITE 115 Intro. to Computer Applications & Concepts	3
BUS	242 Business Law II	3
FIN	215 Financial Management	3
² PED/RPK	Elective	<u>1</u>
	Total	16

Total credits for the A.A.S. Degree in Business Management = 69.

Check course description in this catalog for requirements regarding placement test and/or prerequisite.

¹ Students may substitute a higher-level math. Consult a faculty advisor for appropriate selection.

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BUSINESS MANAGEMENT AAS

² The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. plus RPK activities course. PED 116 is offered as both a 1-credit and a 2-credit course.

³ The social science elective may be selected from the social/behavioral sciences courses listed under General Education Electives.

⁴ Students considering transfer should consult a faculty advisor.

⁵ The business elective may be selected from accounting, acquisitions, administrative support technology, business, contract management, economics, finance, information technology, marketing, or real estate. Students considering transfer should consult a faculty advisor for appropriate choices.

⁶ Students considering transfer may take ECO 201 or ECO 202 after consulting a faculty advisor.

⁷ Humanities/fine arts elective may be selected from the humanities/fine arts courses listed under General Education Electives.

⁸ The SPD elective may be selected from the following: SPD 100, 110, 115, 126, 227 or 229.