

BUSINESS MANAGEMENT:
Business Management Principles
 Career Studies Certificate

AN, WO, ELI*

Purpose: The program is designed to provide students with business management information and the skills needed to assume higher levels of management responsibility. By providing new job skills, it will benefit workers who are retraining in preparation for a career change.

Recommended Preparation: The student should possess at least a high school proficiency in English.

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.

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

One Year	Credits
1st Semester	
BUS 100 Introduction to Business	3
BUS 200 Principles of Management	3
¹ BUS Elective	<u>6</u>
³ Total	12
2nd Semester	
BUS 201 Organizational Behavior	3
¹ BUS Elective	3
² ENG Elective	<u>3</u>
³ Total	9
3rd Semester	
BUS 241 Business Law I	<u>3</u>
³ Total	3

Total credits for the Business Management Principles Career Studies Certificate = 24.

All first-time students must take a one-credit Student Development (SDV) course prior to enrolling in their 16th credit at NOVA.

¹ Business electives can be chosen from the following approved courses: BUS 165, BUS 202, BUS 242, BUS 265, and BUS 280.

² ENG 111 or ENG 131 is recommended.

³ Courses will be offered in five 8-week sessions.