



**NORTHERN VIRGINIA COMMUNITY COLLEGE  
AAS IN BUSINESS MANAGEMENT  
TO UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE  
BS IN BUSINESS ADMINISTRATION  
TRANSFER GUIDE**

**CHECKLIST FOR FULFILLMENT OF DEGREE REQUIREMENTS** See catalog for overview of all requirements.

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> 30 credits at UMUC, including at least half of the major and minor and 15 upper-level credits.</li> <li><input type="checkbox"/> 45 upper-level credits, including half the credit for the major and for the minor.</li> <li><input type="checkbox"/> All required courses <u>and</u> minimum number of credits for major and minor.</li> <li><input type="checkbox"/> Prerequisites for major and minor courses, if needed.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> All General Education Requirements.</li> <li><input type="checkbox"/> Grade of C or better in all courses for the major and minor.</li> <li><input type="checkbox"/> Overall GPA of at least 2.0.</li> <li><input type="checkbox"/> At least half the credit for the major earned through graded coursework. Total 120 credits.</li> </ul> |
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UMUC DEGREE REQUIREMENTS	NOVA COURSES	UMUC EQUIVALENCY	CREDITS FROM NOVA	CREDITS NEEDED AT UMUC
<b>COMMUNICATIONS</b>	<b>Credits:</b>		<b>9</b>	<b>3</b>
WRTG 101 Introduction to Writing(3)	ENG 111	WRTG 101	3	
WRTG 293 (3) <i>Or other 3-credit WRTG course except 288, 388, 486A, 486B. ENGL 102 and JOUR 201 apply</i>	ENG 112	WRTG	3	
COMM 202 (3) <i>Or other communication, writing, or speech</i>	CST Elective	Communication, Writing, or Speech	3	
WRTG 394 (3) <i>Or other upper-level advanced writing</i>				3UL
<b>ARTS AND HUMANITIES</b>	<b>Credits:</b>		<b>3</b>	<b>3</b>
HUMN 100 (3) <i>Or other arts/humanities</i>	Humanities/Fine Arts Elective	Arts & Humanities	3	
HIST 365 (3) <i>Or any upper-level ARTH or HIST from a 2<sup>nd</sup> discipline</i>				3UL
<b>BEHAVIORAL AND SOCIAL SCIENCES</b>	<b>Credits:</b>		<b>3</b>	<b>3</b>
ECON 201 Macroeconomics (3) <i>Behavioral/social science and related requirement for major</i>	ECO 201 Recom'd Social Science Elective	ECON 201	3	
GVPT 401 (3) <i>Or other upper-level non-ECON behavioral/social science</i>				3UL
<b>BIOLOGICAL AND PHYSICAL SCIENCES</b>	<b>Credits:</b>		<b>0</b>	<b>7</b>
BIOL 103 (4) <i>Or other biological/physical science with related lab</i>				4
NSCI 100 (3) <i>Or other 3-credit biological/physical science</i>				3
<b>MATHEMATICS</b>	<b>Credits:</b>		<b>3</b>	<b>0</b>
MATH 106 <i>or higher-level math course (3)</i>	MTH 163 Recom'd Mathematics	MATH 107	3	
<b>INTERDISCIPLINARY OR EMERGING ISSUES</b>	<b>Credits:</b>		<b>3</b>	<b>4</b>
LIBS 150 Introduction to Research (1)				1
IFSM 201 Concepts & Applications of Information Technology (3)	ITE 115 Recom'd Business Elective	IFSM 201	3	
IFSM 300 Information Systems in Organizations (3) <i>Related requirement for major</i>				3UL

**Legend/Notes**

- ◆ required course for the major or minor
  - \* course meets content requirement but not upper-level minimum
  - UL – UL stands for upper-level junior/senior courses and denotes the minimum upper-level credit that must be taken at UMUC for graduation
  - ^ only 21 credits of vocational technical are permitted for transfer at UMUC
- Courses placed in the ELECTIVES/MINOR section may meet degree requirements depending on which course the student takes from the list of courses offered for the associate's degree. Any credit applied to the associate's degree must also meet UMUC's transfer credit policy.*

UMUC DEGREE REQUIREMENTS	NOVA COURSES	UMUC EQUIVALENCY	CREDITS FROM NOVA	CREDITS NEEDED AT UMUC
<b>BUSINESS ADMINISTRATION MAJOR</b>	<b>Credits:</b>		<b>24</b>	<b>9</b>
◆ BMGT 110 Introduction to Business & Management (3) <i>Or prior business experience and an additional course chosen from ACCT, BMGT, ENMT, FINC, HMG, HRMN, or MRKT courses</i>	BUS 100	BMGT 110	3	
◆ ACCT 220 Principles of Accounting I (3)	ACC 211	ACCT 220	3	
◆ STAT 200 Introduction to Statistics (3)	BUS 220	STAT 200	3	
◆ ACCT 221 Principles of Accounting II (3)	ACC 212	ACCT 221	3	
◆ BMGT 364 Management & Organization Theory (3)	BUS 200	BMGT 364*	3	
◆ BMGT 365 Organizational Leadership (3)				3UL
◆ MRKT 310 Marketing Principles (3)	MKT 201	MRKT 310*	3	
◆ BMGT 380 Business Law I (3)	BUS 241	BMGT 380*	3	
◆ HRMN 300 Human Resource Management (3)				3UL
◆ FINC 330 Business Finance (3)	FIN 215	FINC 330*	3	
◆ BMGT 496 Business Ethics (3)				3UL
<b>CAPSTONE COURSE FOR MAJOR</b>	<b>Credits:</b>		<b>0</b>	<b>3</b>
◆ BMGT 495 Strategic Management (3)	<b>MUST BE TAKEN AT UMUC</b>			3UL
<b>ADDITIONAL REQUIREMENTS</b>	<b>Credits:</b>		<b>3</b>	<b>0</b>
ECON 203 Microeconomics (3) <i>Related requirement for major</i>	ECO 202 Recom'd Business Elective	ECON 203	3	
<b>ELECTIVES/MINOR</b>	<b>Credits:</b>		<b>18</b>	<b>22</b>
<p>Choose any electives to meet degree requirements. Note minimum requirements for upper-level coursework.</p> <p>See requirements of individual minor. Recommended minors: human resource management, marketing, finance, or other business-related minor</p> <p>Recommended: WRTG 390 and MATH 140 (for those continuing to graduate school -- note prerequisite of MATH 108 or MATH 115 for calculus)</p> <p>Students who complete their undergraduate degree at UMUC with a major in Business Administration and pursue the MBA can reduce the total coursework for the graduate degree by 3 credits. Please see a UMUC advisor or visit UMUC's website for more information.</p>	PED 116	PHED	1	
	SDV 100	Elective	1	
	BUS 125	Elective	3	
	Business Electives	Electives	6	
	ECO 120	ECON 205	3	
	BUS 242	BMGT 381*	3	
	PED/RPK Elective	Elective	1	
	Upper-Level Business Administration courses to meet upper-level and residency requirements for the major with UMUC			
Upper-Level Electives at UMUC				15UL
Any Electives at UMUC				1
<b>Total Minimum Credits Needed for Graduation: 120</b>	<b>Total Credits:</b>		<b>66</b>	<b>54</b>