

# BUSINESS ADMINISTRATION \*

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96



This program provides students with knowledge and skills suitable for employment in a broad range of private and public sector organizations through course work in accounting, financial analysis, human resources, project management, communications, customer service, and workplace ethics. These management skills prepare students for further study in the Bachelor of Science in Business Administration program. The core classes in management-related fields are complemented by general education offerings that add breadth and depth to the curriculum. Electives allow students to explore related fields of study.

Upon successful completion of this program, students should be able to

- understand the various components of contemporary business administration;
- communicate effectively and in a manner appropriate for a business setting;
- demonstrate practical proficiency in the use and application of current business hardware and software;
- operate cutting-edge business technology;
- utilize project management skills;
- demonstrate an understanding of employment relationships;
- understand and demonstrate good customer service skills;
- understand the basic principles of finance and accounting; and
- coordinate a successful job search.

## FOUNDATION:

	Quarter Credit Hours
EDU 1010 Learning Framework .....	4
EDU 1020 Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>	<b>8</b>

## AREA OF CONCENTRATION:

AOM 1010 Keyboarding .....	4
AOM 1100 Word Processing .....	4
AOM 1200 Spreadsheets .....	4
BUS 1000 Introduction to Business .....	4
BUS 1100 Business Communication .....	4
BUS 1410 Principles of Accounting I .....	4
BUS 1420 Principles of Accounting II .....	4
BUS 1770 Customer Service .....	4
BUS 2050 Financial Analysis .....	4
BUS 2760 Personnel Management .....	4
BUS 2950 Managing Projects .....	4
BUS 3200 Microeconomics .....	4
BUS 3220 Macroeconomics .....	4
MGT 3010 Introduction to Marketing .....	4
<b>Total Minimum Required Area of Concentration Credits .....</b>	<b>56</b>

## AREA OF CONCENTRATION ELECTIVES:

A minimum of 8 credit hours are to be selected in consultation with the Program Director from approved accounting, administrative office management, and business administration courses completed at Virginia College or transferred from another accredited institution.

<b>Total Minimum Area of Concentration Elective Credits .....</b>	<b>8</b>
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## GENERAL EDUCATION:

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credit hours as indicated below:

Communications .....	12
Humanities and Fine Arts .....	4
Mathematics .....	4
Social and Behavioral Sciences .....	4
<b>Total Minimum Required General Education Credits .....</b>	<b>24</b>

<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....</b>	<b>96</b>
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*\*This program is also available through online delivery.*