

# Business Administration

## Associate of Arts and Sciences Degree

**Program Coordinator:** Ben Bullen • LRC 211 • 276-739-2452  
**Length:** Four semesters (two years)

**Purpose:** With the rapid development in business and industry in Virginia, there is a great demand for qualified personnel in business administration to help provide leadership for this economic growth. The Associate of Arts and Sciences Degree curriculum with a major in Business Administration is designed for persons who plan to transfer to a four-year college or university to complete a baccalaureate degree program in a business area.

**Transfer Objectives:** Business Administration, Finance, Accounting, Public Administration, Management, Banking, Marketing, Economics, Human Resource Management

**Admission Requirements:** In addition to the admission requirements established for the College, entry into the Associate of Arts and Sciences Degree curriculum with a major in Business Administration recommends the satisfactory completion of the following high school units or equivalent as a minimum: 4 units of English, 3 units of college preparatory mathematics, 1 unit of laboratory science, and 1 unit of social studies. Students with deficiencies in reading, writing or math will be required to take developmental studies.

**Program Requirements:** The modern business world demands that its employees be knowledgeable in fields over and beyond business technology. Thus, this curriculum requires courses in the humanities, natural sciences, and social sciences in addition to the principles of economics and principles of accounting usually required in the first two years of a baccalaureate business curriculum. In order to help prepare for upper division (junior class) standing at a four-year college or university, the student usually must complete a program at the community college which is comparable in length and courses to the first two years of the program at the four-year college or university. Upon completion of the four-semester curriculum listed, the graduate will be awarded the Associate of Arts and Sciences Degree with a major in Business Administration.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>First Semester (Fall)</b>				
ENG 111	College Composition I	3	0	3
MTH	MTH 161, 261, 245, or 263	3	0	3
ACC 211	Principles of Accounting I	4	0	4
CST 100	Principles of Public Speaking	3	0	3
SDV 101	Orientation to College Success	1	0	1
PED	Physical Education	0	2-3	1
<b>Total</b>		<b>14</b>	<b>2-3</b>	<b>15</b>
<b>Second Semester (Spring)</b>				
ENG 112	College Composition II	3	0	3
MTH	MTH 162, 245, 261, 262, 246, or 264	3	0	3
ACC 212	Principles of Accounting II	4	0	4
ITE 115 or 119	Intro. to Computer Applications & Concepts or Information Literacy	3	0	3
EEE	Elective	3	0	3
<b>Total</b>		<b>16</b>	<b>0</b>	<b>16</b>
<b>Third Semester (Fall)</b>				
HIS	History 101, 111 or 121	3	0	3
ECO 201	Principles of Economics I	3	0	3
ENG	Literature 241, 243, or Humanities Elective	3	0	3
SCI	Natural Science (BIO, CHM, GOL, or PHY)	3	3	4
EEE	Elective	3	0	3
<b>Total</b>		<b>15</b>	<b>3</b>	<b>16</b>

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Fourth Semester (Spring)</b>				
HIS	History 102, 112 or 122	3	0	3
ECO 202	Principles of Economics II	3	0	3
ENG	Literature 242, 244, or Humanities Elective	3	0	3
SCI	Natural Science (BIO, CHM, GOL, or PHY)	3	3	4
SDV 106	Preparation for Employment	1	0	1
<b>Total</b>		<b>13</b>	<b>3</b>	<b>14</b>
<b>Total Minimum Credits for AA&amp;S Degree</b>				<b>61</b>

Students are urged to follow the [recommended pathway](#) for this degree when choosing electives.

Additional approved humanities and social science electives are listed at <http://www.vhcc.edu/GenEdCore>.

Students are urged to acquaint themselves with the requirements of the major department in the college or university to which transfer is contemplated; and further, to consult with their counselors and advisors at VHCC in planning their academic program and electives.