

# BUSINESS MANAGEMENT, A.A.S.

**Location(s):** AL, AN, LO, MA, NOL, WO

**NOVA Code:** 2120

## Purpose

The curriculum is designed for individuals who seek employment in business management or for those presently in management who are seeking promotion. Job opportunities include office manager, program manager and project manager, business owner.

## 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 academic 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.

## Two Years

Course	Title	Credits
<b>1st Semester</b>		
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
Humanities/Fine Arts Elective ( <a href="https://catalog.nvcc.edu/general-education-electives/#ge_hum_fa_elect">https://catalog.nvcc.edu/general-education-electives/#ge_hum_fa_elect</a> )		3
Select one of the following: <sup>1</sup>		3
MTH 154	Quantitative Reasoning	
MTH 155	Statistical Reasoning (or Higher)	
SDV 100 or SDV 101	College Success Skills or Orientation to:	1
<b>Credits</b>		<b>13</b>
<b>2nd Semester</b>		
BUS 125	Applied Business Mathematics <sup>2</sup>	3
BUS 200	Principles of Management	3
BUS Elective (p. 1)		3
ENG 112	College Composition II	3
MKT 201	Introduction to Marketing	3
<b>Credits</b>		<b>15</b>
<b>3rd Semester</b>		
ACC 211	Principles of Accounting I	3
BUS 240	Introduction to Business Law	3
BUS Elective (p. 1) <sup>3</sup>		3
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Select one of the following CST Electives:		3
CST 100	Principles of Public Speaking	
CST 110	Introduction to Human Communication	
CST 126	Interpersonal Communication	
CST 229	Intercultural Communication	
ECO 201 or ECO 202	Principles of Macroeconomics or Principles of Microeconomics	3
<b>Credits</b>		<b>18</b>
<b>4th Semester</b>		
ACC 212	Principles of Accounting II	3

BUS 220	Introduction to Business Statistics <sup>4</sup>	3
BUS Elective (p. 1) <sup>3</sup>		3
BUS Elective (p. 1) <sup>3</sup>		3
ITE 140 or ITE 152	Spreadsheet Software or Introduction to Digital and Information Literacy and Computer Applications	3
FIN 215	Financial Management	3
<b>Credits</b>		<b>18</b>
<b>Total Credits</b>		<b>64</b>

Electives should be chosen with the advice of an academic advisor to meet the requirements of the intended transfer institution.

- <sup>1</sup> May substitute a higher-level mathematics course. If considering transfer, consult an academic advisor for appropriate selection.
- <sup>2</sup> Students considering transfer should consult an academic advisor.
- <sup>3</sup> BUS 224 Business Statistics is recommended for those who qualify and want to transfer.

## Business Electives

May be selected from ACC, BUS, CON, ECO, FIN, HRI, IT, REA or the following:

Code	Title	Credits
MKT 215	Sales and Marketing Management	3
MKT 221	Public Relations	3
MKT 228	Promotion	3
MKT 282	Principles of E-Commerce	3
MKT 284	Social Media Marketing	3

Students considering transfer should consult an academic advisor for appropriate choices.