

# BUSINESS ADMINISTRATION \*

## BACHELOR OF SCIENCE

Quarter Credit Hours Required = 188

This program provides an extension of understanding and skills suitable for a broad range of private and public sector organizations through course work in finance, marketing, human resources, leadership, communications, decision making, and ethical frameworks. These management skills are intended to complement, enhance, and build upon an area of technical competency obtained at the associate's level. Business administration majors gain the flexibility to apply their skills in a variety of management settings.

Business Administration is a program of study that focuses on the crucial processes by which the resources of an organization are systematically directed toward the achievement of its mission. Successful graduates from this program can expect to be qualified to enter general management positions within a large organization. The core classes in management-related fields are complemented by general education offerings that add breadth and depth to the curriculum. The elective area of the program allows for exploration into related fields of study.

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

- understand the various components of contemporary business administration;
- develop effective rational decision-making skills for business leadership;
- design and maintain effective personnel training and development programs;
- integrate knowledge of personal and business ethics in business practice;
- use quantitative reasoning to make effective leadership and management decisions;
- understand the basic principles of finance, accounting, and economics;
- operate cutting-edge business technology;
- recognize and respond to the role of business in the environment; and
- act strategically in forming business practices.

### 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 1410 Principles of Accounting I .....                         | 4         |
| BUS 1420 Principles of Accounting II .....                        | 4         |
| BUS 1460 Computerized Accounting .....                            | 4         |
| BUS 2760 Personnel Management .....                               | 4         |
| BUS 3010 Managerial Accounting .....                              | 4         |
| MGT 3010 Introduction to Marketing .....                          | 4         |
| MGT 3040 Organizational Behavior .....                            | 4         |
| MGT 3210 Human Resource Management .....                          | 4         |
| MGT 3340 Legal Environment in Business .....                      | 4         |
| MGT 3410 Business and Personal Ethics .....                       | 4         |
| MGT 4010 Organizational Communications .....                      | 4         |
| MGT 4220 Technology in Business .....                             | 4         |
| MGT 4340 Management Theory and Leadership .....                   | 4         |
| MGT 4510 Managerial Analysis and Decision Making .....            | 4         |
| MGT 4540 Quality Assurance and Control .....                      | 4         |
| <b>Total Minimum Required Area of Concentration Credits .....</b> | <b>76</b> |

### AREA OF CONCENTRATION ELECTIVES:

A minimum of 48 credit hours are to be selected in consultation with the Program Director from approved accounting, administrative office management, business administration, criminal justice, human resources, medical office management, and paralegal courses completed at Virginia College or transferred from another accredited institution.

**Total Minimum Area of Concentration Elective Credits .....** 48

### GENERAL EDUCATION:

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. At least 20 credit hours must be 3000- and 4000-level courses. Select a total (minimum) of 56 credit hours as indicated below:

|   |           |
|---|-----------|
| Communications .....  | 12        |
| Humanities and Fine Arts .....                                | 4         |
| Mathematics .....   | 8         |
| Social and Behavioral Sciences .....                          | 8         |
| Approved General Education Electives .....                    | 24        |
| <b>Total Minimum Required General Education Credits .....</b> | <b>56</b> |

**TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....** 188

***\*Some courses within this program are only offered through online delivery.***