

**AREA:** Business Administration

**DEGREE:** Associate of Arts and Sciences Degree

**LENGTH:** Four semesters (two-year) program

**PURPOSE:** There is great demand for qualified personnel in business administration to promote leadership and to facilitate economic growth in Virginia business and industry. The associate of arts and sciences degree curriculum in business administration is designed for students who plan to transfer to a four-year college or university to complete a baccalaureate degree in accounting, business administration, economics, finance, management or marketing.

**TRANSFER GUIDELINES:** The associate of arts and sciences degrees (AA&S) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S degree programs require students to take essentially the same courses as required by their university/four-year college counterparts in the areas of English, health/physical education, humanities, mathematics, science and social science.

To help facilitate the transfer process, each state-supported college and most private colleges in Virginia produce a Virginia Community College Transfer Guide. These transfer guides provide specific information about the transferability of courses and/or programs to their respective institutions. Transfer guides can be obtained directly from the college of interest or can be referenced in the Office of Student Success on both the Fauquier and Middletown Campuses. Students may also download many Virginia transfer guides online at the following address: <http://www.myfuture.vccs.edu/transfer/>.

Students should begin preparing for transfer as early as possible. Steps in this process include: making a career decision, identifying colleges which offer the intended program of study, examining available transfer guides and college catalogs, talking with transfer representatives, identifying program prerequisites, researching the academic competitiveness of the institutions and program under consideration, attending open house events offered by the colleges and exploring financial aid and housing opportunities.

LFCC offers many services and programs to assist the transfer student. Students are encouraged to seek the assistance of their faculty advisor or counselor to gain additional information to plan a successful transfer experience.

Course #	Title	Credits
<b>First Semester</b>		
ENG 111	College Composition I	3
HIS 111	History of World Civilization I (or HIS 121) <sup>1</sup>	3
MTH 163	Pre-Calculus I <sup>5</sup> (or MTH 271)	3
SDV 100	College Success Skills	1
	Science with laboratory <sup>2</sup>	4
	Elective	3
	<b>Total</b>	<b>17</b>
<b>Second Semester</b>		
ENG 112	College Composition II	3
HIS 112	History of World Civilization II (or HIS 122) <sup>1</sup>	3
MTH 271	Applied Calculus I <sup>5</sup> (or MTH 272 or 240)	3
PED/HLT	Physical education (or health) <sup>6</sup>	2
	Science with laboratory <sup>2</sup>	4
	<b>Total</b>	<b>15</b>
<b>Third Semester</b>		
ACC 211	Principles of Accounting I	3
CST 100/110	Principles of Public Speaking	3
ECO 201	Principles of Macroeconomics	3
ENG	Literature I <sup>7</sup> (ENG 241, 243 or 251)	3
	Approved humanities elective <sup>3</sup>	3
	<b>Total</b>	<b>15</b>
<b>Fourth Semester</b>		
ACC 212	Principles of Accounting II	3
ECO 202	Principles of Microeconomics	3
ENG	Literature II <sup>7</sup> (ENG 242, 244 or 252)	3
	Approved elective <sup>4</sup>	3
	Elective	3
	<b>Total</b>	<b>15</b>
	<b>Program Total</b>	<b>62</b>

<sup>1</sup> A full-year sequence of History of World Civilization or U.S. History is required.  
<sup>2</sup> A one-year sequence of biology, chemistry, geology or physics is recommended; however, depending on the requirements of the four-year college two one-semester courses in different sciences may be substituted with advisor approval.  
<sup>3</sup> Students may select humanities electives from the approved list.  
<sup>4</sup> ITE 115 will satisfy this requirement. Students are required to 1) complete a computer course such as ITE 115, or equivalent or 2) demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database management, presentation and communication software by passing an LFCC computer competency exam. Students eligible for option two may select any appropriate elective. Please consult your academic advisor.  
<sup>5</sup> Business administration students are advised to take MTH 240. Approved math sequences are MTH 163-271, MTH 271-272 or MTH 271-240.  
<sup>6</sup> Students are encouraged to determine, with advisor help, transferability of health courses to specific four-year colleges.  
<sup>7</sup> A one-year sequence of literature is required.