

Associate of Arts and Sciences Degree in Business Administration

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) and associate of science (AS) offered by LFCC are designed to provide freshman and sophomore level course work toward the completion of a bachelor's degree. The AA&S and AS degree programs require students to take essentially the same courses as required by their university/four-year college counterparts.

To help facilitate the transfer process, LFCC has created an online 'Transfer Guide' that provides detailed information such as tuition, GPA, application requirements, course equivalents, and other information that may be useful in the transfer process. The transfer guide can found at www.lfcc.edu/transfer. The Virginia Community College System also offers a Transfer Planning Tool on the Virginia Educational Wizard, which can be found at www.vawizard.org.

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 information and college catalogs, exploring Guaranteed Admissions and Transfer agreements, 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 an advisor or counselor to gain additional information to plan a successful transfer experience.

Course #	Title	Credits
First Semester		
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
ENG 111	College Composition I	3
HIS 111	History Elective ¹	3
ITE	ITE 115 or ITE 120 ⁴	3
SDV 100	College Success Skills	1
Total		16
Second Semester		
ACC 212	Principles of Accounting II	3
ENG 112	College Composition II	3
MTH 163	Pre-Calculus I ³ (or MTH 271 or 173)	3
PED/HLT	Physical Education (or Health) Approved Humanities Elective ⁵	1 3
Total		13
Third Semester		
CST	Communication Elective ¹	3
ECO 201	Principles of Macroeconomics Approved Transfer Elective ⁶	3 3
MTH 271	Applied Calculus I ³ (or MTH 272 or 174) Science with Laboratory ^{1,2}	3 4
Total		16
Fourth Semester		
ECO 202	Principles of Microeconomics	3
MTH 240	Statistics I Approved Transfer Elective ¹	3 3
ENG	Literature Elective ¹ Science with Laboratory ^{1,2}	3 4
Total		16
Program Total		61

¹See list of approved electives on page 41.

²A 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

³Students may select humanities electives from the approved list on page 41.

⁴ITE 115 will satisfy most transfer requirements. Check with your transfer institution .

⁵Approved math sequences are MTH 163-271; MTH 271-272; MTH 173-174.

⁶BUS 241 highly recommended; however, students should check with their transfer institution.