

NORTHWEST VISTA COLLEGE
BUSINESS ADMINISTRATION
 ASSOCIATE OF ARTS DEGREE PLAN
 2009-2010 Catalog



The Associate of Arts in Business Administration provides instruction in basic business administration skills. Students in this program will use computers & learn the computer skills & software applications necessary to be successful in future coursework & in the real world business environment. The program fosters an openness & acceptance of differences in cultures & business practices. Business projects may have an international focus. This program of study will prepare graduates for entry-level employment positions such as: managers, assistant managers, supervisors, & other related administrative jobs.

Student: _____ Student ID # (SSN): _____ Date: _____
LAST NAME FIRST NAME MI

Concentration/Field of Study: _____ Academic Advisor: _____

| COURSE REQUIREMENTS | COURSE TAKEN | HRS. | GRADE | SEMESTER | INSTITUTION |
|---|--------------|-------|-------|----------|-------------|
| COMMUNICATION | | | | | |
| ENGL 1301 – Composition I | _____ | 3 | _____ | _____ | _____ |
| ENGL 1302 – Composition II | _____ | 3 | _____ | _____ | _____ |
| SPCH 1321 (<i>preferred</i>) or SPCH 1315 | _____ | 3 | _____ | _____ | _____ |
| MATHEMATICS | | | | | |
| MATH 1324 – Math for Business & Social Sciences I | _____ | 3 | _____ | _____ | _____ |
| NATURAL SCIENCES [at least one must have a lab] | | | | | |
| NATURAL SCIENCE* | _____ | 3 | _____ | _____ | _____ |
| NATURAL SCIENCE* | _____ | 4 | _____ | _____ | _____ |
| HUMANITIES & VISUAL/PERFORMING ARTS | | | | | |
| HUMANITIES* | _____ | 3 | _____ | _____ | _____ |
| ADDITIONAL HUMANITIES* | _____ | 3 | _____ | _____ | _____ |
| VISUAL/PERFORMING ARTS* | _____ | 3 | _____ | _____ | _____ |
| SOCIAL/BEHAVIORAL SCIENCES | | | | | |
| HISTORY* | _____ | 3 | _____ | _____ | _____ |
| HISTORY* | _____ | 3 | _____ | _____ | _____ |
| GOVT 2305 – National Government | _____ | 3 | _____ | _____ | _____ |
| GOVT 2306 – State Government | _____ | 3 | _____ | _____ | _____ |
| ECON 2301 – Principles of Macroeconomics | _____ | 3 | _____ | _____ | _____ |
| KINESIOLOGY [take any combination of Kinesiology or Dance that equals at least 2 credit hours] | | | | | |
| KINESIOLOGY* | _____ | 2 | _____ | _____ | _____ |
| ADDITIONAL REQUIREMENTS | | | | | |
| ACCT 2301 – Principles of Accounting I | _____ | 3 | _____ | _____ | _____ |
| ACCT 2302 – Principles of Accounting II | _____ | 3 | _____ | _____ | _____ |
| BCIS 1305 – Business Computer Applications | _____ | 3 | _____ | _____ | _____ |
| ECON 2302 – Principles of Microeconomics | _____ | 3 | _____ | _____ | _____ |
| MATH 1325 – Math for Business & Social Sciences II | _____ | 3 | _____ | _____ | _____ |
| <i>Select one (1) course from the following:</i> | | | | | |
| ENGL 2311 – Technical Writing | _____ | _____ | _____ | _____ | _____ |
| MATH 1442 – Elementary Statistical Methods | _____ | _____ | _____ | _____ | _____ |
| Foreign Language [^] or Requirements at Transfer Institution | _____ | _____ | _____ | _____ | _____ |

TOTAL CREDIT HOURS **63-64 credit hours**

NOTES: A course may be used only once to fulfill degree requirements.
 A grade of C or higher is required for all prerequisite and technical courses.
 While a grade of D or higher will satisfy NVC degree requirements for non-prerequisite courses, most institutions require a grade of C or higher in order for a course to be considered for transfer.
 Check with the transfer institution to ensure that the courses taken at NVC will apply to the appropriate degree program.
 *Select courses from the Core Curriculum selection list when specific courses are not listed.
 ^It is recommended that International Business majors select at least 2 semesters of a foreign language.

Transfer coursework is *unofficial* until all official transcripts are evaluated and posted.

Communication [010]

6 Credit Hours (complete BOTH)

| | |
|-----------|----------------|
| ENGL 1301 | Composition I |
| ENGL 1302 | Composition II |

Additional Communication [011]

3 Credit Hours (choose ONE)

| | |
|-----------|-------------------------------|
| SPCH 1311 | Intro to Speech Communication |
| SPCH 1315 | Public Speaking |
| SPCH 1321 | Business & Professional Comm. |

Mathematics [020]

3 Credit Hours (choose ONE)

| | |
|-----------|------------------------------------|
| MATH 1314 | College Algebra |
| MATH 1316 | Plane Trigonometry |
| MATH 1324 | Math for Business & Soc. Sci. I |
| MATH 1325 | Math for Business & Soc. Sci. II |
| MATH 1332 | Contemporary Math I (Liberal Arts) |
| MATH 1348 | Analytic Geometry |
| MATH 1350 | Fund. of Math I for Teachers |
| MATH 1351 | Fund. of Math II for Teachers |
| MATH 1442 | Elementary Statistical Methods |
| MATH 2318 | Linear Algebra |
| MATH 2320 | Differential Equations |
| MATH 2412 | Precalculus |
| MATH 2413 | Calculus I |
| MATH 2414 | Calculus II |
| MATH 2415 | Calculus III |

Natural Sciences [030]

7-8 Credit Hours (choose TWO; at least one must have a lab)

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|--|------------------------------------|
| ANTH 2301 | Physical Anthropology |
| ASTR 1304 | Solar System Lecture |
| BIOL 1308 | Principles of Biology |
| BIOL 1322 | Introduction to Nutrition |
| BIOL 1406 | Biology for Science Majors I |
| BIOL 1407 | Biology for Science Majors II |
| BIOL 1411 | General Botany |
| BIOL 1413 | General Zoology |
| BIOL 2306 | Environmental Biology |
| BIOL 2389 | Academic Co-op for Biological Sci. |
| BIOL 2401 | Human Anatomy & Physiology I |
| BIOL 2402 | Human Anatomy & Physiology II |
| BIOL 2404 | Human Anatomy & Physiology |
| BIOL 2416 | Genetics |
| BIOL 2421 | Microbiology |
| CHEM 1104 | Chemical Calculations |
| CHEM 1305 with 1105 ⁺ (or CHEM 1405) | Introductory Chemistry I |
| CHEM 1307 with 1107 ⁺ (or CHEM 1407) | Introductory Chemistry II |
| CHEM 1311 with 1111 ⁺ (or CHEM 1411) | General Chemistry I |
| CHEM 1312 with 1112 ⁺ (or CHEM 1412) | General Chemistry II |
| CHEM 2323 with 2223 ⁺ | Organic Chemistry I |
| CHEM 2325 with 2225 ⁺ | Organic Chemistry II |
| CHEM 2401 | Quantitative Analysis |
| GEOG 1301 | Physical Geography |
| GEOL 1345 | Oceanography |
| GEOL 1403 | Physical Geology |
| GEOL 1404 | Historical Geology |
| PHYS 1301 with 1101 ⁺ | General Physics I |
| PHYS 1302 with 1102 ⁺ | General Physics II |
| PHYS 1305 with 1105 ⁺ | Introductory Physics I |
| PHYS 1307 with 1107 ⁺ | Introductory Physics II |
| PHYS 2425 | University Physics I |
| PHYS 2426 | University Physics II |

Humanities [040]

3-4 Credit Hours (choose ONE)

ANY 2000-LEVEL LITERATURE COURSE*

ANY FOREIGN LANGUAGE OR SIGN LANGUAGE COURSE*

| | |
|-----------|---|
| HIST 2321 | World Civilizations I |
| HIST 2322 | World Civilizations II |
| HUMA 1301 | Introduction to the Humanities I |
| HUMA 1302 | Introduction to the Humanities II |
| HUMA 1305 | Intro. to Mexican-American Studies |
| HUMA 1315 | Fine Arts Appreciation |
| HUMA 2319 | American Minority Studies |
| HUMA 2323 | World Cultures |
| PHIL 1301 | Introduction to Philosophy |
| PHIL 1304 | Introduction to World Religions |
| PHIL 2303 | Introduction to Logic |
| PHIL 2306 | Introduction to Ethics |
| PHIL 2307 | Introduction to Social and Political Philosophy |

Additional Humanities [041]

3 Credit Hours (choose ONE)

ANY 2000-LEVEL LITERATURE COURSE*

| | |
|-----------|---------------------------|
| HIST 2321 | World Civilizations I |
| HIST 2322 | World Civilizations II |
| HUMA 2319 | American Minority Studies |
| PHIL 2306 | Introduction to Ethics |
| SPAN 2312 | Intermediate Spanish II |

Visual and Performing Arts [050]

3 Credit Hours (choose ONE)

| | |
|-----------|---|
| ARTS 1301 | Art Appreciation |
| ARTS 1303 | Art History I |
| ARTS 1304 | Art History II |
| ARTS 1316 | Drawing I |
| ARTS 2316 | Painting I |
| ARTS 2326 | Sculpture I |
| ARTS 2346 | Ceramics I |
| ARTS 2348 | Digital Art I |
| ARTS 2356 | Photography I (fine arts emphasis) |
| DANC 1305 | World Dance |
| DANC 2303 | Dance Appreciation |
| DRAM 1310 | Introduction to Theatre |
| HUMA 1311 | Mexican-American Fine Arts Appreciation |
| HUMA 1315 | Fine Arts Appreciation |
| MUSI 1306 | Music Appreciation |
| MUSI 1310 | American Music |

History [060]

6 Credit Hours

(choose TWO – see acceptable combinations below)

| | |
|-----------|-----------------------------|
| HIST 1301 | United States History I |
| HIST 1302 | United States History II |
| HIST 2301 | Texas History |
| HIST 2327 | Mexican-American History I |
| HIST 2328 | Mexican-American History II |

ONLY ONE OF THE FOLLOWING COMBINATIONS WILL BE ACCEPTED:

[HIST 1301 & HIST 1302], OR
 [HIST 2327 & HIST 2328], OR
 [HIST 1301 & HIST 2328], OR
 [HIST 1302 & HIST 2327], OR
 [HIST 2301 & HIST 1302], OR
 [HIST 2301 & HIST 2328]

Government [070]

6 Credits (complete BOTH)

| | |
|-----------|---------------------|
| GOVT 2305 | National Government |
| GOVT 2306 | State Government |

Social and Behavioral Sciences [080]

3 Credit Hours (choose ONE)

| | |
|-----------|--|
| ANTH 2302 | Archaeology |
| ANTH 2346 | General Anthropology |
| ANTH 2351 | Cultural Anthropology |
| COMM 1307 | Intro to Mass Communications |
| CRJI 1301 | Introduction to Criminal Justice |
| ECON 1301 | Introduction to Economics |
| ECON 2301 | Principles of Macroeconomics |
| ECON 2302 | Principles of Microeconomics |
| GEOG 1302 | Cultural Geography |
| GEOG 1303 | World Regional Geography |
| GEOG 1304 | Geography of Middle America |
| GEOG 1305 | Geography of North America |
| GOVT 2304 | Introduction to Political Science |
| GOVT 2311 | Mexican-American Politics |
| GOVT 2378 | American Government: Introduction to International Relations |
| HIST 2301 | Texas History |
| HIST 2311 | Western Civilizations I |
| HIST 2312 | Western Civilizations II |
| HIST 2321 | World Civilizations I |
| HIST 2322 | World Civilizations II |
| HIST 2323 | Eastern Civilizations |
| HIST 2327 | Mexican-American History I |
| HIST 2328 | Mexican-American History II |
| HIST 2381 | African-American History |
| PSYC 2301 | General Psychology |
| PSYC 2306 | Human Sexuality |
| PSYC 2308 | Child Psychology |
| PSYC 2314 | Lifespan Growth and Development |
| PSYC 2316 | Psychology of Personality |
| PSYC 2317 | Statistical Methods in Psychology |
| PSYC 2319 | Social Psychology |
| PSYC 2371 | Abnormal Psychology |
| PSYC 2389 | Academic Cooperative |
| SOCI 1301 | Introduction to Sociology |
| SOCI 1306 | Social Problems |

Kinesiology [090]

2 Credit Hours

Take any combination of Kinesiology (KINE) or Dance (DANC) that equal at least two (2) credit hours*

NOTE: All Core Curricula must include courses in the 010, 020, 030, 040, 050, 060, 070 and 080 categories. Institutions then select from the remaining categories (011, 021, 031, 041, 081 and 090) to complete their own Core Curriculum. Because of all the combinations available, it is very likely that while similar, no two institutions will have exactly the same Core Curriculum. Never fear! If you complete the Core Curriculum at one institution, it really does substitute for the Core Curriculum at any other public college or university in Texas, even if there are differences (taken from <http://statecore.its.txstate.edu/>) Also, view Title 19, Part 1, Chapter 4, Subchapter B, Rule §4.28 at [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.viewtac](http://info.sos.state.tx.us/pls/pub/readtac$ext.viewtac).

*Lab Science Courses are optional.

*Please consult the Catalog for specific courses that qualify (see <http://myvccatalog.alamo.edu/>).

Additional courses that satisfy core requirements may be offered at other Alamo Colleges.