



**Special Supplement to the 2007-2008
Graduate and Professional Studies Program
Catalog**

Associate of Science—Business Administration

Danville, Virginia 24541

www.averett.edu

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GENERAL INFORMATION

This catalog is a special supplement to the 2007 Graduate and Professional Studies program catalog. This supplement provides specific information regarding the Associate of Science—Business Administration AS(B) admissions requirements, graduation requirements, and course descriptions. The AS(B) program is only available through special arrangement at limited sites serviced by Averett University. All policies, program requirements, and procedures outlined in the 2007 Graduate and Professional Studies program catalog apply to students enrolled in the AS(B).

ASSOCIATE OF SCIENCE—BUSINESS ADMINISTRATION PROGRAM (AS(B))

The Associate of Science with a concentration in business administration is designed for those persons in the early stages of a management or professional career. The program includes a solid foundation in the arts and sciences as well as introductory courses in management and business principles.

Graduates of the AS(B) program are expected to possess an ability to explain the basic principles underlying business and management functions, demonstrate critical thinking skills, and use effective oral and written communication techniques.

Admissions Requirements

1. A high school transcript indicating high school completion with a GPA of 2.0 or a GED of 250 and a 2.0 grade point average on any previous college work. (Any GPA below 2.0 on a 4.0 grading scale will be reviewed on a case-by-case basis by an undergraduate admissions committee. A student admitted by this committee must maintain a GPA of 2.0 or better in each of the first four courses of his/her program. Grades will be monitored for this designated period of time.) A student may be exempt from submitting a high school transcript if both of the following conditions are met:

The student has 12 or more transferable credits from a regionally accredited college or university, and
The transcript from the regionally accredited institution shows the student was degree seeking

2. Transcripts from all regionally accredited institutions attended
3. Two letters of recommendation from persons qualified to judge the applicant's professional capabilities, character, and capacity to complete undergraduate study
4. A score of 600 or more (paper-based total) or 250 (computer-based total) on the TOEFL for students whose native language is not English
5. Submission of a résumé

Students who enroll in all GPS programs must have access to a computer with word processing capabilities, graphical presentations software, spreadsheet capabilities, and email and Internet connectivity for academic use.

A maximum of 33 semester credits earned at other regionally accredited institutions may be transferred into the Associate of Science (Business Administration) program. A maximum of 16 semester credits in technical areas may be transferred into the program through an articulation agreement. All technical

credits will be evaluated on an individual basis. Averett University reserves the right to determine which transfer courses apply toward graduation requirements.

Degree Time Limit

The Averett University policy requires that the maximum time for a full-time student to complete the associate's degree shall be three years.

Graduation Requirements

1. A total of 67 credit hours are required for graduation as follows:

- 24—Business Core*
- 43—General Education**
- 67—Total

The AS(B) degree is offered in two parts for the convenience of the student. One part consists of the general education requirements. The other part consists of the core business courses taken in sequence.

* The required business credits are as follows:

- 3—IDS 104—Introduction (must be completed at Averett University)
- 3—LDR 103—Leadership
- 3—BSA 205—Business Management
- 3—BSA 210—Introduction to Marketing
- 3—BSA 110—Introduction to Economics
- 3—BSA 220—Applied Financial Principles
- 3—BSA 221—Introduction to Accounting
- 3—BSA 260—Business Case Study
- 24—Total

** The required general education credits are as follows:

- 3—Religion/Philosophy (Rel 101 or 102 or transfer equivalent)
- 6—English (ENG 111 and 112 or transfer equivalent)
- 6—Social Science
- 9—Humanities
- 4—Natural Science
- 3—Mathematics
- 3—Computer
- 9—Electives
- 43—Total

18 of 24 business credits must be completed through Averett University. At least 33 of the required 67 credits needed for graduation must be completed through the GPS program.

2. A grade of "C" or better is required for English 111 and English 112.
3. A minimum of 2.0 overall grade point average.
4. Payment of all fees, including graduation fee.

COURSE DESCRIPTIONS

Legend: BC=Business Core; CSS=Computer; EL=Elective; EN=English; FR=French; GE=General Education; HU=Humanities; MTH=Math; NS=Natural Science; PE=Physical Education; REL=Religion; SPA=Spanish; SS=Social Science

ART 100 The Visual Arts (HU) (5 weeks—3 credits)

An introduction to images and structures created by mankind, investigations into how the eye sees, what is visually stimulating, materials and approaches used in art, and the cultural concepts found in the creation and appreciation of works of art.

ART 206 Art History (HU) (5 weeks—3 credits)

A survey of paintings, sculptures, and architecture in a historical dimension from ancient times through the twentieth century. Study focuses on an intellectual and practical approach for the student to examine art objects and know how they relate to the culture from which they came. Visits to art facilities and museums may be part of this course.

BIO 104 Human Ecology (NS) (7 weeks—4 credits)

An introduction to the terminology, methodology, and worldview of biological science and the principles of ecology through a consideration of the impact of modern technology on the environment. Human Ecology is a biology course primarily for the nonscientist.

BIO 204 Human Anatomy and Physiology (NS) (7 weeks—4 credits)

An introduction to the terminology, anatomy, and physiology of the human body as it applies to everyday life. Human Anatomy and Physiology is a biology course designed primarily for the non-major.

BSA 110 Introduction to Economics (BC) (5 weeks—3 credits)

An overview of economics, emphasizing macroeconomics and concentrating on economic theories and tools that have practical application for the participant.

BSA 205 Business Management (BC) (5 weeks—3 credits)

A study of individual and group behavior in organizations. Topics include motivation, communications, and other topics related to small business management. Planning and execution of first line management and supervision techniques will be highlighted in this course.

BSA 210 Introduction to Marketing (BC) (5 weeks—3 credits)

A survey of the functional roles of marketing in a small business. Marketing principles as applied to small business operations and larger company entry-level positions are major topics in this course.

BSA 220 Applied Financial Principles (BC) (6 weeks—3 credits)

A study of managerial planning and control systems, emphasizing applications from a lower or nonfinancial management perspective as well as the development of budget and financial systems and their applications.

BSA 221 Introduction to Accounting (BC) (6 weeks—3 credits)

An introduction to accounting principles and the accounting process. Emphasis is placed on accounting as the language of business, as well as on preparation and interpretation of financial statements and using accounting data for decision making.

BSA 260 Business Case Study (BC) (5 weeks—3 credits)

A study in the uses of the case study and analysis method and integrating knowledge from previous courses to actual small business situations. Analysis of various companies and business situations will increase analytical skills and expose students to managerial experiences. Written and oral business communication skills will be emphasized.

CSS 110 Computer and Information Processing (CSS) (5 weeks—3 credits)

An introduction to the role of computers in today's business environment. It covers the fundamentals of computer systems with a focus on end-user applications.

ENG 111 Introduction to Writing and Research (EN) (5 weeks—3 credits)

A review of usage, punctuation, and paragraph development. Emphasis on effective written communication, especially in short (1-3 page) essays. Includes some critical study of prose fiction. Frequent in-class and out-of-class writing practice. Instruction in using the library for research and in various stages of assembling research material. Averett University does not accept a grade of "D" or below for ENG 111.

ENG 112 Introduction to Literature (EN) (5 weeks—3 credits)

A general introduction to fiction, poetry, and drama. The emphasis is on learning to understand and appreciate literary works by approaching them critically and analytically. The course is an important component of the general education requirements for Averett University, since it acquaints students with the critical vocabulary used in approaching works of literary art, allowing them to deal with literature in a way that is expected of any educated man or woman. In this way, it prepares students for further study in literature (such as that expected in a course such as Literature of the Western World or Major British Authors). It also provides practice in basic research methods and in clear expository writing. Averett does not accept a grade of "D" or below for ENG 112. Prerequisite: ENG 111.

ENG 220 Survey of Western Literature (EN) (5 weeks—3 credits)

English 220 is a survey course covering some of the major writers and texts of the Western tradition, from the ancient Greeks up to the twentieth century. The emphasis is on learning to understand and appreciate the literary tradition that has always been an important part of Western civilization. Class discussions will demand a certain amount of critical and analytical thinking by the participants. Background information provided by the faculty member will offer both cultural and political overviews as well as suggestions for critical approaches to texts. An important consideration for the inclusion of a course such as English 220 in the GPS curriculum is the assumption that all educated men and women should at least be introduced to the literature that has helped shape and reflect our heritage. Prerequisite: ENG 111, 112

Beginning French 1 (FR) (15 weeks-4 credits)

This is a self-paced, on-line study of functional tasks that permit students to use French in appropriate, "real-life" situations. Special emphasis is placed on speaking and listening, followed by exercises to promote skill in reading and writing. This course is intended for non-native speakers who have no prior college credit in French. It may be taken concurrently with other modules. It carries four semester hours of elective credit. This course is offered as an independent study.

GEO 301 Cultural Geography (SS) (5 weeks—3 credits)

A survey of the world's major cultural regions as they have been shaped by the natural environment and by historical forces such as religion, colonialism, and industrialization.

HIS 101 Western Civilization I (SS) (5 weeks—3 credits)

A survey of world history from the earliest times to 1715 emphasizing western civilization and the relevance of the past to contemporary life.

HIS 102 Western Civilization II (SS) (5 weeks—3 credits)

A survey of world history from 1715 to the present emphasizing western civilization and the relevance of the past to contemporary life.

IDS 104 Introduction (BC) (5 weeks—3 credits)

A survey of some foundations of higher education for adult students who may not have previous higher education experiences. Emphasis is on managing goal achievement in the academic environment. Topics include adult learning concepts, academic program planning, personal and professional growth, work behavioral styles, group dynamics, library resource utilization, and time management.

IDS 102 Social Issues (SS) (5 weeks—3 credits)

A study of contemporary social problems of poverty, war, racism, sexism, domestic violence, and resource depletion. Theories of causation, cost, and possible solutions are discussed.

IDS 205 Leadership and Management of Conflict (EL) (5 weeks—3 credits)

This course will enable students in the GPS program to increase their skills and understanding of conflict management. This course is especially designed to help the student formulate a clearer understanding of group dynamics and behavior in the workplace. The experiences in this course will contribute to the development of interpersonal skills for handling conflict with individuals and groups within an organization.

LDR 103 Leadership (BC) (5 weeks—3 credits)

A study of the concept of leadership within the context of business, education, politics and religion. Students will review and apply current theories of leadership and analyze the leadership style and potential of themselves as well as others.

MTH 100 Introduction to Mathematics (MTH) (5 weeks—3credits)

A preparatory course in college mathematics. A course designed to review and develop mathematical skills needed for college algebra. Topics include properties of the real number system, graphing, word problems, and selected topics in beginning algebra. Credits are not computed in the grade point average and are not counted toward the semester hour graduation requirement.

MTH 103 Principles of Mathematics (MTH) (6 weeks—3 credits)

A first course in college mathematics. Students should have a working knowledge of basic algebra or complete a course in basic algebra prior to enrollment. Topics include algebra, problem solving, plane geometry, graphing, and functions (linear, polynomial, exponential, and logarithmic) and their applications.

MUS 103 Enjoyment of Music (HU) (5 weeks—3 credits)

An exploration of basic points about music and musicians. This course introduces students to a wide variety of music types from Gregorian chant to avant garde, musical styles and chronological sequence, and the cultural and artistic setting for the works of music.

PE 205 Lifetime Fitness (PE) (5 weeks—3 credits)

This course examines all aspects of lifestyle behaviors that affect one's health and fitness. This course is designed to increase a student's knowledge about specific wellness topics, calculate the student's current level of health, and lead the student to devise a plan for adopting healthy living behaviors.

PSC 103 Astronomy (NS) (7 weeks—4 credits)

An introduction to the current state of astronomy, both the fundamentals of astronomical knowledge and the advances. The subjects of discussion include a grand tour of the heavens, light, matter and energy, telescope, gravity and motion, stars, black holes, the Milky Way, and galaxies.

PSY 218 Applied Psychology (SS) (5 weeks—3 credits)

A survey of the application of psychology to many areas of personal and professional life.

REL 101 Introduction to Old Testament (REL) (5 weeks—3 credits)

A survey of critical methodology to the history, literature, and religion of the ancient Hebrews. Attention is given to the historical context, the development, and the message of the Hebrew faith.

REL 102 Introduction to New Testament (REL) (5 weeks—3 credits)

A survey course in which critical methodology is applied to the biblical text to discover the basic meaning and message of the New Testament. Attention is given to the secular and religious history of the period as well as to the life and teachings of Jesus, the letters of Paul, and the origins of the Christian church.

SPA 101 Beginning Spanish 1 (SPA) (15 weeks-4 credits)

This is a self-paced, on-line study of functional tasks that permit students to use Spanish in appropriate, “real-life” situations. Special emphasis is placed on speaking and listening, followed by exercises to promote skill in reading and writing. This course is intended for non-native speakers who have no prior college credit in Spanish. It may be taken concurrently with other modules. It carries four semester hours of elective credit. This course is offered as an independent study.

TH 103 Introduction to Human Communication (EL) (5 weeks—3 credits)

A study of communication forms and contexts, including interpersonal, intrapersonal, and public. Emphasis on development of individual communicative competency in such areas as listening, reasoning, interviewing, small group, and nonverbal communication. Completion of ENG 111 is recommended as a prerequisite.

TH 104 Introduction to Public Speaking (EL) (5 weeks—3 credits)

An introduction to the major types of public address. The course will emphasize the development of competencies in public speaking through the composition and presentation of speeches covering the informative, persuasive, argumentative, and special occasion genres.

TH 220 History of the Theatre (HU) (5 weeks—3 credits)

A study of the highlights of theater development from its beginning to the present.