

**Articulation Agreement Between  
Potomac State College of West Virginia University and  
Eastern West Virginia Community & Technical College**

**Bachelor of Science Degree with an Emphasis in Business  
Management**

Potomac State College of West Virginia University agrees to articulate Eastern West Virginia Community and Technical College's Associate of Applied Science (A.A.S.) Degree in Business Management to satisfy the requirements for admission to Potomac State College's Bachelor of Applied Science (B.A.S.)—Business Management Emphasis. Admission to the B.A.S. is restricted to students who have completed an A.A.S. degree in a relevant subject.

Eastern West Virginia Community and Technical College A.A.S. graduates in Business Management will receive transfer credit for not less than 60 of the 123 credits required to complete the B.A.S. with an emphasis in Business Management at Potomac State College of West Virginia University.

In addition, Potomac State College may accept additional credits for transfer, up to a total of 72 credits, if the additional course work satisfies B.A.S. general education or elective requirements not otherwise satisfied by courses taken to meet the graduation requirements of the Eastern West Virginia Community and Technical College A.A.S. in Business Management.

Eastern West Virginia Community and Technical College students who wish to be admitted to the B.A.S. under the terms of this agreement must select MTH 123, Intermediate Algebra, and will be required at Potomac State College to select CIS 114 (Excel) and CIS 116 (Access) as lower division electives after admission to the B.A.S.

To receive a Bachelor of Applied Science, students must complete the following additional criteria:

1. Complete 46 hours of general education in the following areas:
  - o Communications (Speech, English)
  - o Natural Science
  - o Mathematics
  - o Computer/Information Technology
  - o Social Science/Humanities/Fine Arts
2. Complete 41 hours of upper division credit (300- and 400-level courses)
3. Complete the 29 hours of required 300- and 400-level Business Management courses.

 6-7-07  
\_\_\_\_\_  
For Potomac State College of West Virginia University

Douglas R. Wilmes  
Dean for Curriculum and Instruction

 6-7-07  
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For Eastern West Virginia Community and Technical College

Timothy Tirrell  
Dean for Academic Services

# SECTION III: ACADEMIC PROGRAM INFORMATION

## CAREER TECHNICAL PROGRAMS

### Business Management

#### Associate in Applied Science

#### 62 Semester Hours

The Associate in Applied Science degree in Business Management provides students with a basic knowledge of the business organization and procedures. The program is designed for persons who are seeking full-time employment in an entry level management position. This program applies business and management concepts and provides hands-on technological applications for accounting, economics, finance, management and marketing. A student may select an emphasis in General Business, Small Business Management, or Travel and Tourism.

Upon successful completion of the Business Management Program, the graduate will be able to:

#### General Business Area of Emphasis:

- Demonstrate a basic knowledge of business organization and procedures
- Demonstrate effective skills in communication, problem-solving, and decision making
- Demonstrate knowledge in general education
- Demonstrate basic knowledge of business tools including computers and other communications equipment

#### Small Business Management Area of Emphasis

- Manage employees
- Perform & manage accounting duties
- Manage information resources
- Manage business and work processes
- Build customer & staff relationships
- Maintain personal & professional development
- Manage inventory
- Market services and products

#### Travel and Tourism Area of Emphasis

- Analyze tourism industry
- Provide customer service
- Apply sales and public relations techniques
- Coordinate travel arrangements
- Plan contracted events and conferences
- Develop and implement training programs
- Purchase and manage inventories
- Reconcile daily accounting records
- Manage information systems
- Work with staff
- Manage facility, area and equipment
- Observe industry regulations

**Program Implementation: Full-time Day; Part-Time Evening** (see advisor for recommended course sequencing)

#### Recommended Course Sequence -- Business Management

#### Associate in Applied Science Degree

First Year -- Fall Semester				First Year -- Spring Semester			
Dept.	Course Title	Sem. Hrs.		Dept.	Course Title	Sem. Hrs.	
ACC	120 Principles of Accounting I	4		ACC	121 Principles of Accounting II	4	
BUS	101 Introduction to Business	3		BUS	203 Communications in Business OR	3	
CIS	108 Computer Fundamentals	3		ENL	102 English Composition II	(3)	
ENL	101 English Composition I	3		Elective	Emphasis Elective	3	
MTH	115 Business Math OR	3		MGT	250 Principles of Management	3	
MTH	123 Intermediate Algebra	(3)		SSC	147 Understanding Human Diversity	3	
<i>Total Semester Hours 16</i>				<i>Total Semester Hours 16</i>			
Second Year -- Fall Semester				Second Year -- Spring Semester			
Dept.	Course Title	Sem. Hrs.		Dept.	Course Title	Sem. Hrs.	
ECN	201 Principles of Economics I (Macro)	3		BUS	278 Business Management Internship OR	3	
Elective	Emphasis Elective	3		BUS	276 Business Capstone	(3)	
MKT	260 Principles of Marketing	3		Elective	Emphasis Elective	3	
Elective	Science Elective	3		ECN	202 Principles of Economics II (Micro)	3	
Elective	Social Science Elective	3		BUS	206 Business Law	3	
				Elective	Business Elective	3	
<i>Total Semester Hours 15</i>				<i>Total Semester Hours 15</i>			

**Applied Science Degree/Bachelor of Applied Science  
Business Management**

**600B**

The Bachelor of Applied Science (B.A.S.) degree provides students who have completed an Associate of Applied Science (A.A.S.) degree program with an opportunity to continue their education to the baccalaureate level, acquiring additional skills and furthering their professional advancement. This state-wide degree program requires 41 credit-hours of upper division course work and 29 credit-hours in the Business Management area of emphasis. To be admitted to the program, students must have earned an A.A.S. in Business Management, Business Technology, or Office Technology.

**Requirements for Graduation:**

In order to earn a Bachelor of Applied Science Degree with an emphasis in Business Management, a student must complete a minimum of 62 credit-hours of course work in addition to having completed an A.A.S. degree with a minimum of 61 credit hours.

**FIRST YEAR**

<b>First Semester</b>	
<b>Course Number and Name</b>	<b>Credit</b>
ENGL 102 Composition and Rhetoric	3
SOCA 101 Introduction to Sociology	3
BUSA 320 Survey of Business Management	3
BUSA 330 Survey of Marketing	3
Upper or Lower Division Elective	3

<b>Second Semester</b>	
<b>Course Number and Name</b>	<b>Credit</b>
STAT 111 Understanding Statistics	3
BUSA 310 Survey of Business Law	3
BUSA 340 Survey of Finance	3
Fine Arts Requirement	3
Upper or Lower Division Electives	3

**SECOND YEAR**

<b>First Semester</b>	
<b>Course Number and Name</b>	<b>Credit</b>
BTEC 350 Advanced Computer Applications in Business	4
BTEC 360 Leadership and Human Behavior	3
BTEC 370 Intermediate Accounting	3
Upper Division Elective	3
Upper Division Elective	3

<b>Second Semester</b>	
<b>Course Number and Name</b>	<b>Credit</b>
BTEC 390 Business Ethics	3
BTEC 495 Senior Seminar	4
Fine Arts Requirement	3
Upper Division Elective	3
Upper Division Elective	3

**TOTAL REQUIRED HOURS: 62**

**BAS Applied Science (600B)**

Student's Name \_\_\_\_\_

**Business Management Emphasis Advisement Sheet—Effective Spring 2007**

Course Number/Name	Credit	Semester	Grade
<b>FIRST YEAR</b>			
<b>First Semester</b>			
ENGL 102	3		
SOCA 101	3		
BUSA 320	3		
BUSA 330	3		
Upper or Lower Division Elective	3		
<b>Second Semester</b>			
STAT 111	3		
BUSA 310	3		
BUSA 340	3		
Fine Arts Requirement	3		
Upper or Lower Division Elective	3		
<b>SECOND YEAR</b>			
<b>First Semester</b>			
BTEC 350	4		
BTEC 360	3		
BTEC 370	3		
Upper Division Elective	3		
Upper Division Elective	3		
<b>Second Semester</b>			
BTEC 380	3		
BTEC 485	4		
Fine Arts Requirement	3		
Upper Division Elective	3		
Upper Division Elective	3		

**TOTAL REQUIRED: 62**