

CURRICULUM

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning.

JOB OPPORTUNITIES

Graduates are prepared for employment opportunities in government agencies, financial institutions and large to small business or industry.

Most VGCC Business Administration graduates report that they earn between \$20,000 and \$40,000 per year within 2 years of graduating.



FOR MORE INFORMATION

Carl Hann, Program Head
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ABOUT THE PROGRAM

Many Business Administration and general education courses are available on all four of VGCC's campuses, day or evening, with some classes also available online.

TESTIMONIAL

"My business curriculum courses gave me both a thorough overall understanding of the business world and valuable insight into the various components of the modern business environment. The instructors are dedicated and will go the extra mile to help you master the material. Classes are offered online and on campus, both day and night. There is a schedule to match almost any need. If you are thinking about attending community college, I could not think of a better place to improve your skills and your opportunity."

— John W. Sides, graduate

ADMISSION REQUIREMENTS

Generally, a high school diploma or its equivalency is required for technical programs at VGCC. VGCC provides an excellent program for completing studies for a high school diploma or equivalency diploma (GED).

RECOMMENDED COURSE SEQUENCE

FALL SEMESTER (YEAR ONE)		Credit Hours
ACC 120	Principles of Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 121	Business Math	3
CIS 111	Basic PC Literacy	2
ENG 111	Expository Writing	3
	Elective – Other Major Hours	3
TOTAL CREDITS		18

SPRING SEMESTER (YEAR ONE)		Credit Hours
ACC 121	Principles of Managerial Accounting	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
ENG 114	Professional Research & Reporting	3
LOG 110	Introduction to Logistics	3
	Elective – Math/Science	3
TOTAL CREDITS		19

FALL SEMESTER (YEAR TWO)		Credit Hours
ACC 140	Payroll Accounting	2
BUS 217	Employment Law & Regulations	3
BUS 260	Business Communications	3
MKT 120	Principles of Marketing	3
	Elective – Economics	3
	Elective – Social Science	3
TOTAL CREDITS		17

SPRING SEMESTER (YEAR TWO)		Credit Hours
BUS 225	Business Finance	3
CTS 130	Spreadsheet	3
	Elective – Humanities* /Fine Arts	3
	Elective – Other Major Hours	6
SEMESTER TOTAL		15

DEGREE TOTAL	69
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* To qualify as a Humanities elective, both SPA 111 and SPA 112 need to be successfully completed.

** See current catalog or website for more detailed information.

In addition to the degree, VGCC offers certificates in Business Management and Front Line Management.

CAMPUS LOCATIONS

Main Campus

P.O. Box 917, Henderson, N.C. 27536
(252) 492-2061

Franklin Campus

P.O. Box 777, Louisburg, N.C. 27549
(919) 496-1567

South Campus

P.O. Box 39, Creedmoor, N.C. 27522
(919) 528-4737

Warren Campus

P.O. Box 207, Warrenton, N.C. 27589
(252) 257-1900

Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Vance-Granville Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. Vance-Granville Community College is an equal opportunity, affirmative action institution. The college serves all students regardless of race, creed, color, age, sex, national origin, or disabling conditions. Vance-Granville Community College is a Tobacco-Free College.

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VANCE-GRANVILLE
COMMUNITY COLLEGE

P.O. Box 917
Henderson, N.C. 27536

Business Administration

(A25120)



Associate in Applied Science Degree
Two Year - 69 Credit Hours

VANCE-GRANVILLE
COMMUNITY COLLEGE

www.vgcc.edu