American Public University System
American Military University | American Public University

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE (EWVC&TC) A.A.S. ADMINISTRATIVE SUPPORT TECHNOLOGY, GENERAL AREA OF EMPHASIS TO AMERICAN PUBLIC UNIVERSITY SYSTEM (APUS) B.A. BUSINESS TRANSFER GUIDE			
APUS DEGREE REQUIREMENTS	**EWVC&TC COURSES**	**CREDITS APPLIED**	**CREDITS NEEDED AT APUS**
General Education Requirements (30 Credits Required)		**12**	**18**
Communication: Writing, Oral, & Multimedia (COMM) (9 Credits Required)		**6**	**3**
COMM120: Information and Digital Literacy *(Required)*			3
ENGL110: Making Writing Relevant *(Required)*	ENL 101 English Composition I	3	
ENGL226: Effective Business Communication *(Required)*	EWVC&TC BUS 203 / ENL 102 Option* *(APUS recommends BUS 203)* (APUS ENGL226)	3	
Arts & Humanities (ARHU) (6 Credits Required)		**0**	**6**
APUS General Education ARHU Course Choice			3
APUS General Education ARHU Course Choice			3
History (HIST) (3 Credits Required)		**0**	**3**
APUS General Education HIST Course Choice			3
Civics, Political & Social Sciences (SSPS) (6 Credits Required)		**3**	**3**
ECON201 Microeconomics for Business **or** ECON202 Macroeconomics for Business *(Required)*			3
APUS General Education SSPS Course Choice	SSC 147 Understanding Human Diversity	3	
Mathematics and Applied Reasoning (MAAR) (3 Credits Required)		**0**	**3**
MATH110: College Algebra *(Required)*			3
Natural Sciences with Lab (NASC) (3 Credits Required)		**3**	**0**
APUS General Education NASC Course Choice	EWVC&TC Science Elective Option*	3	
School of Business Electives (18 Credits Required)		**3**	**15**
Students must select 18 semester hours of general elective credit from courses provided in the School of Business with the following courses prefixes: ACCT, ANLY, BUSN, DEFM, ECON, ENTR, FINC, HOSP, HRMT, MGMT, MKTG, RLMT, RTMG, and TLMT. The remaining electives may be selected from any courses that have not been used to fulfill Major requirements.			
	ACC 240 Computerized Accounting (APUS ACCT305)	3	

Electives (42 Credits Required)		**30**	**12**
Choose any additional courses to meet degree requirements**	BOS 103 Keyboarding	3	
	BOS 251 Office Procedures & Techniques I	3	
	CIS 114 Introduction to Computer Applications and Concepts (APUS ITCC200)	3	
	BOS 130 Records Management	1	
	CIS 117 Word Processing Software (APUS ITCC111)	3	
	CIS 121 Database Mangement Software (APUS INFO222)	3	
	CIS 111 Introduction to Electronic Presentations	1	
	CIS 119 Spreadsheet Software (APUS ITCC112)	3	
	BOS 134 Administrative Machine Transcription	3	
	BOS 278 Business Operations Support Internship	3	
	EWVC&TC Math Elective*	3	
	EWVC&TC Science Elective Option* - *split*	1	
Major Requirements (27 Credits Required)		**15**	**12**
MGMT101: Principles of Supervision	EWVC&TC Administrative Support Technology General Area of Emphasis Elective* *(APUS recommends MGT 250) (APUS MGMT310)*	3	
BUSN100: Basics of Business	EWVC&TC Administrative Support Technology General Area of Emphasis Elective* *(APUS recommends BUS 101)*	3	
ACCT105: Accounting for Non Accounting Majors	ACC 120 Principles of Accounting I	3	
BUSN235: Personal Finance			3
MKTG201: Fundamentals of Marketing	EWVC&TC Administrative Support Technology General Area of Emphasis Elective* *(APUS recommends MKT 260)*	3	
MATH302: Statistics			3
BUSN311: Law and Ethics in the Business Environment	EWVC&TC Administrative Support Technology General Area of Emphasis Elective* *(APUS recommends BUS 206)*	3	
FINC300: Foundations of Financial Management			3
BUSN410: Critical Thinking Strategies for Business Decisions			3
Final Program Requirement (3 Credits Required)		**0**	**3**
BUSN499: Senior Seminar in Business Administration	**MUST BE TAKEN AS FINAL COURSE**		3
120 Credits Needed for Graduation		**60**	**60**

Credit variances in academic placement and credit award can occur based on student course selections and APUS' program requirements.

**Any transferable course not used to fulfill General Education or Major/Concentration requirements may be taken. Please note remedial/developmental and vocational credit is not transferrable.*

Note: *In order to transfer courses to APUS, the student must earn a grade of "C" or better.*

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B.A. BUSINESS			
TRANSFER GUIDE			

APUS DEGREE REQUIREMENTS	EWVC&TC COURSES	CREDITS APPLIED	CREDITS NEEDED AT APUS
General Education Requirements (30 Credits Required)		**12**	**18**
Communication: Writing, Oral, & Multimedia (COMM) (9 Credits Required)		**6**	**3**
COMM120: Information and Digital Literacy *(Required)*			3
ENGL110: Making Writing Relevant *(Required)*	ENL 101 English Composition I	3	
ENGL226: Effective Business Communication *(Required)*	EWVC&TC BUS 203 / ENL 102 Option* *(APUS recommends BUS 203)* (APUS ENGL226)	3	
Arts & Humanities (ARHU) (6 Credits Required)		**0**	**6**
APUS General Education ARHU Course Choice			3
APUS General Education ARHU Course Choice			3
History (HIST) (3 Credits Required)		**0**	**3**
APUS General Education HIST Course Choice			3
Civics, Political & Social Sciences (SSPS) (6 Credits Required)		**3**	**3**
ECON201 Microeconomics for Business **or** ECON202 Macroeconomics for Business *(Required)*			3
APUS General Education SSPS Course Choice	SSC 147 Understanding Human Diversity	3	
Mathematics and Applied Reasoning (MAAR) (3 Credits Required)		**0**	**3**
MATH110: College Algebra *(Required)*			3
Natural Sciences with Lab (NASC) (3 Credits Required)		**3**	**0**
APUS General Education NASC Course Choice	EWVC&TC Science Elective Option*	3	
School of Business Electives (18 Credits Required)		**3**	**15**
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	ACC 240 Computerized Accounting (APUS ACCT305)	3	

Electives (42 Credits Required)		42	0
Choose any additional courses to meet degree requirements**	BOS 103 Keyboarding	3	
	BOS 251 Office Procedures & Techniques I	3	
	CIS 114 Introduction to Computer Applications and Concepts (APUS ITCC200)	3	
	BOS 130 Records Management	1	
	CIS 117 Word Processing Software (APUS ITCC111)	3	
	CIS 121 Database Mangement Software (APUS INFO222)	3	
	CIS 111 Introduction to Electronic Presentations	1	
	CIS 119 Spreadsheet Software (APUS ITCC112)	3	
	BOS 134 Administrative Machine Transcription	3	
	BOS 278 Business Operations Support Internship	3	
	EWVC&TC Math Elective*	3	
	EWVC&TC Administrative Support Technology Medical Area of Emphasis Electives	12	
	EWVC&TC Science Elective Option* - *split*	1	
Major Requirements (27 Credits Required)		3	24
MGMT101: Principles of Supervision			3
BUSN100: Basics of Business			3
ACCT105: Accounting for Non Accounting Majors	ACC 120 Principles of Accounting I	3	
BUSN235: Personal Finance			3
MKTG201: Fundamentals of Marketing			3
MATH302: Statistics			3
BUSN311: Law and Ethics in the Business Environment			3
FINC300: Foundations of Financial Management			3
BUSN410: Critical Thinking Strategies for Business Decisions			3
Final Program Requirement (3 Credits Required)		0	3
BUSN499: Senior Seminar in Business Administration	**MUST BE TAKEN AS FINAL COURSE**		3
120 Credits Needed for Graduation		60	60

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