



# Business

## **BUSINESS: ADMINISTRATION**

ASSOCIATE OF SCIENCE (AS)



**PROGRAM HOURS: 62**

Prepare for a career in business administration and begin work overseeing and supervising business operations, as well as related fields including accounting, finance, project management and marketing. Learn to provide office support, keep well-organized files and records, research company data, keep databases up to date, interact with clients, and schedule appointments.

**PROGRAM CONTACT:** Ann M. Nagye | [anagye@newriver.edu](mailto:anagye@newriver.edu) | 304-929-6736

## **BUSINESS: ACCOUNTING**

ASSOCIATE OF APPLIED SCIENCE (AAS)



**PROGRAM HOURS: 60**

Prepare for a career in general accounting, including auditing, payroll, credit, and other specialized fields. Learn to maintain journals and ledgers, prepare financial statements and special reports, conduct financial analysis, prepare cost data, summarize financial information, and basic computers skills.

**PROGRAM CONTACT:** Brian Seldomridge | [bseldomridge@newriver.edu](mailto:bseldomridge@newriver.edu) | 304-661-5190

## **BUSINESS: MANAGEMENT**

ASSOCIATE OF APPLIED SCIENCE (AAS)



**PROGRAM HOURS: 60**

Prepare for a career as a management trainee, supervisor, department head, office manager, or personnel administrator. Learn the fundamentals of management, leadership, human resources, accounting, economics, and basic computer skills.

**PROGRAM CONTACT:** Ann M. Nagye | [anagye@newriver.edu](mailto:anagye@newriver.edu) | 304-929-6736

### OFFERED IN

Beaver  
Lewisburg  
Princeton  
Summersville

### MORE INFORMATION

Admissions  
[admissions@newriver.edu](mailto:admissions@newriver.edu)  
866-349-3739

### KEY

FINANCIAL AID ELIGIBLE

WV INVESTS FREE TUITION ELIGIBLE

### HOW TO GET STARTED

- Apply for admission.
- Apply for financial aid (FAFSA), if applicable.
- Complete admission requirements.
- Complete online orientation.
- Schedule an appointment to register for classes.

For additional information, email [admissions@newriver.edu](mailto:admissions@newriver.edu).



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## **BUSINESS: MARKETING**

ASSOCIATE OF APPLIED SCIENCE (AAS)



**PROGRAM HOURS: 60**

Prepare for a career as a marketing management trainee, retail manager, advertising manager, or sales professional. Gain knowledge of advertising, selling, retailing, consumer behavior, accounting, and economics as well as basic computer skills to assist you in making marketing-related decisions.

**PROGRAM CONTACT:** Ann M. Nagye | [anagye@newriver.edu](mailto:anagye@newriver.edu) | 304-929-6736

## **BUSINESS: OFFICE TECHNOLOGY**

ASSOCIATE OF APPLIED SCIENCE (AAS)



**PROGRAM HOURS: 60**

Prepare for a career in an administrative support or a general office position (such as administrative assistant, secretary, or clerk); develop basic office and computer skills; and gain an understanding of office procedures, accounting, records management, human relations, and basic management principles.

**PROGRAM CONTACT:** Lizabeth Rogers | [lrogers@newriver.edu](mailto:lrogers@newriver.edu) | 304-647-6579

## **BOOKKEEPING**

CERTIFICATE OF APPLIED SCIENCE (CAS)



**PROGRAM HOURS: 30**

Train for entry-level employment in accounting related positions. Complete the Certified Bookkeeper Examination administered by the American Institute of Professional Bookkeepers during the last semester of the program.

**PROGRAM CONTACT:** Brian Seldomridge | [bseldomridge@newriver.edu](mailto:bseldomridge@newriver.edu) | 304-661-5190

## **MANAGEMENT AND SUPERVISORY DEVELOPMENT**

CERTIFICATE OF APPLIED SCIENCE (CAS)



**PROGRAM HOURS: 36**

Prepare for an entry-level management position in the field of business in two semesters.

**PROGRAM CONTACT:** Ann M. Nagye | [anagye@newriver.edu](mailto:anagye@newriver.edu) | 304-929-6736

## **TECHNICAL OFFICE PROCEDURES AND SKILLS**

CERTIFICATE OF APPLIED SCIENCE (CAS)



**PROGRAM HOURS: 30**

Prepare for an entry-level position in an office setting in two semesters. Gain the knowledge and training necessary to succeed in in an office environment.

**PROGRAM CONTACT:** Lizabeth Rogers | [lrogers@newriver.edu](mailto:lrogers@newriver.edu) | 304-647-6579