

Associate in Applied Science Degree BUSINESS ADMINISTRATION

If the world of business is your kind of challenge, HGTC's Associate in Applied Science (AAS) in Business Administration degree will prepare you for a career as a prospective member of management in a wide variety of industries. With extensive training in all facets of organizational behavior, management, marketing, and accounting/finance, AAS Business Administration graduates are qualified for most entry-level positions in business, such as assistant manager, sales representative, marketing analyst, etc.

The Business Administration degree program offers pathway options which prepares you for employment in business administration, esthetics, hospitality, human resources, management, marketing, massage therapy and sports tourism and recreation management. Each of the specific pathway options offer a variety of specialty classes related directly to the pathway that will help prepare you for a career within its related industry.

Students in the AAS Business Administration program are required to participate in supervised cooperative work experience internship to provide them a hands-on job experience in their field of study.

The AAS Business Administration degree can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the AAS Business Administration degree is available 100% online from the comfort of your own home.

Required Courses

Business Administration

DEGREE REQUIREMENTS: BUSINESS ADMINISTRATION

Component	Course Title	Semester Credit Hours
General Education		
MAT 101	Beginning Algebra**	3
ENG 155	Communications I**	3
ENG 160	Technical Communications**	3
Choose one Economics course from the list below:		
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
**Choose one Humanities/Fine Arts course from the list below:		
ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History: Disc. to 1877**	3
HIS 202	American History: 1877 to Pres.	3
MUS 105	Music Appreciation	3

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PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3
PHI 201	History of Philosophy	3
PHI 211	Moral Philosophy	3
REL 103	Comparative Religion	3
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
THE 101	Introduction to Theatre	3
Credits		15
Required Core Subject Areas		
BUS 121	Business Law	3
MKT 101	Marketing	3
MGT 101	Principles of Management	3
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BUS 125	Business Software Applications	3
Credits		18
Other Hours Required for Graduation		
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
BUS 220	Business Ethics	3
BUS 270	SCWE in Business "Internship"	3
AND		
<i>Select one of the pathways below:</i>		
Business Administration		
ACC 240	Computerized Accounting	3
BAF 260	Financial Management	3
BUS 130	Business Communications	3
BUS 180	Social Media in Business	3
BUS 190	Business Analytics I	3
MGT 120	Small Business Management	3
Esthetics^a		
COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 156	Fundamentals of Massage	2
COS 157	Elec Currents and Hair Removal	3
COS 158	Facial Treatments	2
COS 164	Basic Makeup and Application	3
MKT 135	Customer Service Techniques	3
Human Resources		
BUS 135	Wage and Salary Admin	3
BUS 136	Compensation & Benefits Analysis	3
BUS 190	Business Analytics I	3

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MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection & Retention	3
Management		
BAF 260	Financial Management	3
BUS 130	Business Communications	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
Massage Therapy^β		
MTH 113	Essentials of A&P for Massage	3
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
MTH 122	Principles of Massage II	4
MKT 135	Customer Service Techniques	3
Marketing		
MKT 110	Retailing	3
MKT 111	Media Relations	3
MKT 135	Customer Service Techniques	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3

General Business

Select six courses from the list below. Chosen courses cannot be used to satisfy a requirement above.

ACC 124	Individual Tax Procedures	3
ACC 240	Computer Accounting	3
ACC 245	Accounting Applications	3
BAF 260	Financial Management	3
BUS 130	Business Communications	3
BUS 135	Wage & Salary Administration	3
BUS 136	Compensation & Benefits Analysis	3
BUS 180	Social Media in Business	3
BUS 190	Business Analytics I	3
BUS 210	Introduction to E-Commerce in Business	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MGT 120	Small Business Management	3

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MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection & Retention	3
MGT 215	Project Management	3
MGT 240	Management Decision Making	3
MKT 110	Retailing	3
MKT 111	Media Relations	3
MKT 120	Sales Principles	3
MKT 135	Customer Service Techniques	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
	Credits	30
	Total Credit Hours	63

****For transfer to senior institutions, students should select the following transfer courses: ENG 101 & ENG 102 for ENG 155 & ENG 160; MAT 110 for MAT 101, and HIS 201 for Humanities to satisfy Reach Act requirement.**

^aEsthetics Certificate: Students will also have to complete COS 167, COS 223, COS 225, and COS 251 to fulfill the graduation completion requirements for the certificate in Esthetics.

^bMassage Therapy Certificate: Students will also have to complete MTH 126, MTH 128, MTH 132, MTH 135, MTH 136, and MTH 141 to fulfill the graduation completion requirements for the certificate in Massage Therapy.