

## 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.

### CURRICULUM SEQUENCE

General Education Core	Course Title	Semester Credit Hours	
ENG 155	Communications I**	3	
ENG 160	Technical Communications**	3	
MAT 101	Beginning Algebra**	3	
ECO 201, ECO 210, or ECO 211	Humanities*/** Economic Concepts, Macroeconomics, or Microeconomics	3	
			<b>TOTAL 15</b>
Business Administration Required Core			
ACC 101	Accounting Principles I	3	
ACC 102	Accounting Principles II	3	
BAF 101	Personal Finance	3	
BUS 101	Introduction to Business	3	
BUS 121	Business Law I	3	
BUS 125	Business Software Applications	3	
BUS 220	Business Ethics	3	
MGT 101	Principles of Management	3	
MKT 101	Marketing	3	
BUS 270	SCWE in Business "Internship"	3	
			<b>TOTAL 30</b>

### Additional Business Administration Courses

Select a pathway below, consisting of 18 credit hours, from the following options.

#### Pathways

**Business  
Administration**

**Esthetics<sup>a</sup>**

**Hospitality**

**Human  
Resources**

(Continued)

ACC 240	COS 151	HOS 140	BUS 135
BAF 260	COS 152	HOS 150	BUS 136
BUS 130	COS 156	HOS 161	BUS 190
BUS 180	COS 157	HOS 164	MGT 150
BUS 190	COS 158	HOS 255	MGT 201
MGT 120	COS 164	MKT 135	MGT 210
	MKT 135		
<b>Management</b>	<b>Massage Therapy<sup>β</sup></b>	<b>Marketing</b>	<b>Sports Tourism</b>
BAF 260	MTH 113	MKT 110	BUS 130
BUS 130	MTH 120	MKT 111	MKT 135
MGT 120	MTH 121	MKT 135	SPT 101
MGT 150	MTH 122	MKT 240	SPT 105
MGT 201	MKT 135	MKT 250	SPT 107
MGT 240		MKT 260	SPT 108
			<b>TOTAL</b>
			<b>18</b>
			<b>TOTAL</b>
			<b>63</b>
			<b>CREDIT</b>
			<b>HOURS</b>

\*Humanities: Choose from ART 101, HIS 101, MUS 105, PHI 101, or REL 103.

\*\*For transfer to senior institutions, students should select the following transfer courses: ENG 101, ENG 102 and SPC 205 for ENG 155 and ENG 160; MAT 110 for MAT 101, and HIS 201 for Humanities to satisfy Reach Act requirement.

<sup>α</sup>Esthetics Certificate: Students will also have to complete COS 221 to fulfill the graduation completion requirements for the certificate in Esthetics.

<sup>β</sup>Massage Therapy Certificate: Students will also have to complete MTH 126, MTH 128, MTH 132, MTH 135, MTH 136, and MTH 141 to fulfill the graduate completion requirements for the certificate in Massage Therapy.