

Associate in Applied Science Degree BUSINESS ADMINISTRATION

If the world of business is your kind of challenge, HGTC's Associate in Applied Science in Business Administration degree program will prepare you for a career as a prospective member of management in a wide variety of industries. With extensive training in all phases of organization, management, and business procedures, Business Administration graduates are qualified for most entry-level positions in business, such as manager-trainee, junior accountant, or sales representative.

The Business Administration degree program offers specialty options which prepares you for employment in either *hospitality* or *marketing*. A speciality of **hospitality** management prepares you for entry level employment in the hospitality industry. A speciality in **marketing** gives you the knowledge, skills and ability to qualify for entry level marketing positions within the business industry.

Students in Business Administration program are required to participate in supervised cooperative work experience to provide them a working knowledge in their field of study. In addition to the traditional classroom delivery of instruction, the HGTC Business department is a leader in the offering of online courses.

CURRICULUM SEQUENCE

General Education Core

ENG 155	Communications I**	3
ENG 160	Technical Communications**	3
MAT 101	Beginning Algebra**	3
	Humanities*	3
ECO 210 Macroeconomics or ECO 211 Microeconomics		3
	TOTAL	15

Business Administration Required Core

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
BUS 270	SCWE in Business	3
	TOTAL	21

Additional Business Administration Courses

Select from the following courses

ACC 124	Individual Tax Procedures	3
BAF 101	Personal Finance	3
BAF 260	Financial Management	3
BUS 210	Intro to E-Commerce in Business	3
BUS 220	Business Ethics	3
BUS 240	Business Statistics	3
HOS 140	The Hospitality Industry	3
HOS 150	Hotel Management	3
HOS 161	Event Management	3
HOS 164	Travel & Tourism	3
HOS 255	Food Service Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resources Management	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

(Continued)

TOTAL

27

Specialization

Students interested in **Business Administration** should talk with their advisor; it is recommended students take the following elective courses:

ACC 124	BAF 101	BAF 260
BUS 240	MKT 110	MKT 135
MGT 201		

Students interested in **Hospitality** should talk with their advisor; it is recommended students take the following elective courses:

HOS 140	HOS 150	HOS 161
HOS 164	HOS 255	MKT 135

Students interested in **Marketing** should talk with their advisor; it is recommended students take the following elective courses:

BAF 101	BUS 210	BUS 220
MKT 111	MKT 135	MKT 240
MGT 201		

TOTAL CREDIT HOURS

63

*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 or 120 for MAT 101.