

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 is a career degree that prepares you for employment. In addition to the traditional classroom delivery of instruction, the HGTC Business department is a leader in the offering of online courses.

CURRICULUM SEQUENCE

First Semester - Fall

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ENG 155	Communications I***	3
MGT 101	Principles of Management	3
	TOTAL	12

Second Semester - Spring

ACC 102	Accounting Principles II	3
ENG 160	Technical Communications***	3
MAT 101	Beginning Algebra***	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
	TOTAL	12

Third Semester - Summer

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
or		
BUS 220	Business Ethics	
or		
BUS 270	SCWE in Business**	
MGT 150	Fundamentals of Supervision	3
MKT 110	Retailing	3
	TOTAL	12

Fourth Semester - Fall

BAF 101	Personal Finance	3
BUS 121	Business Law I	3
or		
BUS 220	Business Ethics	
or		
BUS 270	SCWE in Business**	
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	
MKT 135	Customer Service Techniques	3
	TOTAL	12

Fifth Semester - Spring

BAF 260	Financial Management	3
BUS 121	Business Law I	3
or		
BUS 220	Business Ethics	
or		
BUS 270	SCWE in Business**	

(Continued)

BUS 240	Business Statistics	3
MGT 201	Human Resources Management	3
	Humanities*	3
	TOTAL	15
	TOTAL CREDIT HOURS	63

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

**Each student is required to complete BUS 121, BUS 220, and BUS 270; however, to provide greater flexibility to complete the SCWE, the student may choose to complete BUS 270 in either the summer, fall, or spring semester and to complete BUS 121 and BUS 220 in the other semesters. Close coordination with the advisor is required for completion of BUS 270.

***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.