

## 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, management, marketing, 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
	Humanities*	3
ECO 210 Macroeconomics or ECO 211 Microeconomics		3
	<b>TOTAL</b>	<b>15</b>
<b>Business Administration Required Core</b>		
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 "Internship"	3
	<b>TOTAL</b>	<b>21</b>
<b>Additional Business Administration Courses</b>		
<b>Select from the following courses</b>		
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 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resources Management	3
MGT 240	Management Decision Making	3
MKT 110	Retailing	3

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MKT 111	Media Relations	3
MKT 120	Sales Principles	3
MKT 135	Customer Service Techniques	3
MKT 240	Advertising	3
	<b>TOTAL</b>	<b>27</b>
	<b>TOTAL CREDIT HOURS</b>	<b>63</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 or 120 for MAT 101.