

Associate in Applied Science Degree BUSINESS ADMINISTRATION - PUBLIC SERVICE PATH

Public Service Administration

This program prepares students for career advancement in Public Service Administration. Under a statewide agreement, HGTC will award credit for courses successfully completed through the SC Fire Academy (SCFA) or National Fire Academy (NFA). These courses must be listed on an official transcript provided by SCFA/NFA to the HGTC Admissions Office. Credit will be awarded only for courses that meet American Council on Education recommendations and that reflect a transcript grade and a final examination. Credit is awarded on the basis of one half (.5) credit for every 15 contact hours, up to a maximum of 18 credit hours.

For employees in Municipal Government this program will prepare you for prospective management positions in a variety of areas. With extensive training in business, management, organization, and accounting you will leave the program well-rounded and ready for the next phase of your career.

CURRICULUM SEQUENCE

First Semester - Fall

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
COL 105	Freshman Seminar	3
ENG 155	Communications I*	3
	TOTAL	12

Second Semester - Spring

ACC 102	Accounting Principles II	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	
MAT 101	Beginning Algebra*	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
or		
MKT 135	Customer Service	
	TOTAL	15

Third Semester - Summer

BUS 121	Business Law I	3
BUS 270	SCWE in Business	3
PSC 201	American Government (or SCFA course)	3
	TOTAL	9

Fourth Semester - Fall

MGT 201	Human Resource Management	3
PSY 103	Human Relations*	3
SPC 205	Public Speaking*	3
	Humanities**	3
	TOTAL	12

Fifth Semester - Spring

BAF 260	Financial Management	3
MGT 150	Fundamentals of Supervision	3
MGT 240	Management Decision Making	3
IDS 201	Leadership Development	3
	TOTAL	12

Electives

6

Choose from ACC 150, ACC 240, BAF 260, BUS 220, BUS 240, CPT 270, MGT 120, MKT 120, MKT 135, or Fire Academy Credits.

(Continued)

TOTAL CREDIT HOURS

66

*For transfer to senior institutions, students should select the following transfer courses: ENG 101 and SPC 205 for ENG 155; MAT 110 or MAT 120 for MAT 101; PSY 201 for PSY 103. **Humanities: Choose from ART 101, HIS 101, MUS 105, PHI 101 or ENG 201 (ENG 101 and ENG 102 must be completed prior).