

BUSINESS AND ENTREPRENEURSHIP DEPARTMENT

OTHER PROGRAMS

- Accounting
- Computer Information Technology
- Entrepreneurship
- Healthcare Business Informatics
- Medical Office Administration
- Networking Technology



CONTACT INFORMATION

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FOR ADDITIONAL INFORMATION

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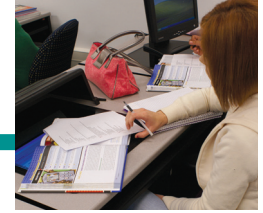
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BUSINESS ADMINISTRATION

@Haywood
Community
College



BUSINESS ADMINISTRATION



2011-2012

SUGGESTED SCHEDULE

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Note: HCC has articulations to allow graduates of the HCC Business Administration program to transfer credit hours to universities. The following articulations agreements are in place:

- *Montreat College (64 credit hours) to B.S. in Business Administration*
- *Southern New Hampshire university (68 credit hours) to a B.S. in Business Administration or (71 credit hours) to B.S. in Business Administration with a Concentration in Business Administration*

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

This program provides students with all the resources needed to begin a new business administration career. The excellent instructors present the curriculum in a format that is easy to understand. Business Administration is a good fit for students who enjoy working in an office environment with people and computers.

Associate In Applied Science Degree (AAS) A25120

Fall Semester 1

ACA 111	College Student Success
ACC 120	Principles of Financial Accounting
BUS 110	Introduction to Business
CIS 110	Introduction to Computers
ENG 111	Expository Writing
OST 131	Keyboarding

Spring Semester 1

ACC 121	Principles of Managerial Accounting
BUS 115	Business Law I
CTS 130	Spreadsheet
OST 136	Word Processing Social & Behavioral Sciences

Summer Semester 1

ENG 114	Professional Research & Reporting Humanities/Fine Arts Mathematics
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Fall Semester 2

ACC 150	Accounting Applications, Software
BUS 137	Principles of Management
BUS 153	Human Resources Management
CIS 165	Desktop Publishing I
or COE 111	Co-Op Work Experience I
ECO 251	Principles of Microeconomics
MKT 120	Principles of Marketing

Spring Semester 2

BUS 125	Personal Finance
BUS 260	Business Communications
BUS 280	R.E.A.L. Small Business
MKT 220	Advertising and Sales Promotions

Total 69-71 credit hrs.

Diploma in Business Administration D25120

Fall Semester 1

ACC 120	Principles of Financial Accounting
BUS 110	Introduction to Business
ECO 251	Principles of Microeconomics
MKT 120	Principles of Marketing
OST 131	Keyboarding

Spring Semester 1

ACC 121	Principles of Managerial Accounting
BUS 125	Personal Finance
CIS 110	Introduction to Computers
ENG 111	Expository Writing

Summer Semester 1

BUS 115	Business Law I
BUS 137	Principles of Management
ENG 114	Professional Research & Reporting
Total 37 credit hrs.	

Certificate in Business Administration C25120

Fall Semester 1

ACC 120	Principles of Financial Accounting
BUS 110	Introduction to Business
BUS 137	Principles of Management
CIS 110	Introduction to Computers
MKT 120	Principles of Marketing
Total 16 credit hrs.	

Business Administration - Office Software Certificate C251200S

Fall Semester 1

ACC 120	Principles of Financial Accounting
CIS 110	Introduction to Computers
CIS 165	Desktop Publishing I

Spring Semester 1

ACC 150	Accounting Applications, Software
CTS 130	Spreadsheet
OST 136	Word Processing
Total 18 credit hrs.	