

business administration degree and online certificate

Haywood Community College offers an **associate degree and certificate** training to meet the needs of the student and employer.

ASSOCIATE DEGREE

COURSE NUMBER	COURSE TITLE	CREDITS
First Semester (Fall)		
ACC 120	Prin. of Financial Accounting	4
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
	Humanities and Fine Arts Course	<u>3</u>
	Semester Hours	16
Second Semester (Spring)		
ACC 121	Prin. of Managerial Accounting	4
BUS 115	Business Law	3
ENG 113	Literature-Based Research	
	Or	
ENG 114	Professional Research and Reporting	3
	Social and Behavioral Sciences Course	3
	Technical Elective	<u>3</u>
	Semester Hours	16
Third Semester (Summer)		
MAT 140	Survey of Mathematics	
	Or	
MAT 171	Precalculus Algebra	
	Or	
MAT 151	Statistics I	<u>3</u>
	Semester Hours	3
Fourth Semester (Fall)		
BUS 137	Principles of Management	3
ECO 251	Principles of Microeconomics	
	Or	
ECO 252	Principles of Macroeconomics	3
MKT 120	Principles of Marketing	3
	Technical Electives	<u>7-9</u>
	Semester Hours	16-18
Fifth Semester (Spring)		
COM 120	Interpersonal Communication	
	Or	
COM 231	Public Speaking	3
BUS 228	Business Statistics	3
	Technical Electives	<u>10-12</u>
	Semester Hours	16-18
	Total Semester Hours	67-71

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

CERTIFICATE

This program can be completed in three sequential semesters. Certificate course descriptions and current semester offerings are given for each class; however, please call to verify the listed course is offered when you would like to take it.

ACC 120 Prin. of Financial Accounting 4 (Offered Summer Semester)

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information.

BUS 110 Introduction to Business 3 (Offered Spring Semester)

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business.

BUS 115 Business Law I 3 (Offered Summer Semester)

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems.

CIS 110 Introduction to Computers 3 (Offered Fall, Spring, and Summer Semesters)

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems.

CHOOSE EITHER CIS 120 OR OST 136 CIS 120 Spreadsheet I 3 (Offered Fall Semester)

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing.

OST 136 Word Processing 2 (Offered Spring Semester)

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions.

Online Certificate

Upon completion of the program, students are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.