



Department of Business & Industry

Program & Technical Standards for Business Administration Majors

Concerns with a Course

If you have any concerns about a course, including accessibility concerns, **first consult your instructor**. If after meeting with your instructor, if you feel that your concern has not been satisfactorily addressed, or if you feel that you cannot effectively communicate with your instructor about the issue, you may contact the following people in the following order:

Second Contact

Dean of Business and Industry: Douglas Long, (828) 565-4070, delong@haywood.edu
Department Assistant: Julie Newland (828) 627-4619

Third Contact

Vice President of Instruction: Wendy Hines, (828) 565-4069, whines@haywood.edu

Program Outcomes

The Business Administration degree program is designed to facilitate development of the following program outcomes:

1. Identify ethical, diverse, and socially responsible best practices from a global perspective.
2. Write a contract that meets the requirements of offer and acceptance, capacity, legality, and discharge and remedies.
3. Calculate and analyze financial statements as they relate to the health of the individual's or company's finance.
4. Prepare an analysis of a company to determine best practices in management, organizational structure, global initiatives, human resources, and strategy.
5. Develop effective interpersonal skills and professionalism by writing a resume and cover letter, preparing and answering interview questions, and dressing for a job interview.
6. Prepare business documents that effectively communicate information within standard business practices.
7. Write a business plan that connects the concepts of operations, marketing, and funding/finance as they relate to the needs of a business.
8. Use current computer technology fluently in an office setting.
9. Prepare a market segmentation analysis of an assigned product to demonstrate effective knowledge of advertising and marketing concepts.

EXAMPLES ARE NOT ALL INCLUSIVE.

Haywood Community College is an ADA compliant institution. The College does not discriminate on the basis of disability in the admissions process or in access to its programs, services and/or activities for qualified individuals who meet essential eligibility requirements. The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services and/or activities. Student Services provides a disability counselor to assist students in requesting disability related accommodations. If a student believes that he/she cannot meet one or more of the essential functions without accommodations, the student is encouraged to disclose the disability to the disability counselor as soon as possible. Students must certify the ability to *meet essential functions of the curriculum by a signed statement in the beginning of the program*.



Clinical and Lab Activity Information

Program of Study: Business Administration

Department: Business & Industry

Job Requirements	Occasional	Frequent	Constant
Activity:			
(List # of lbs.) 10			
Lifting			
Static Knuckle Height	✓		
Bench Height	✓		
Ankle Height	✓		
Shoulder Height	✓		
Dynamic Bench Height (3 feet)			
To the Left	✓		
From the Center	✓		
To the Right	✓		
Carrying			
Cart Height (3 feet)			
Pushing	✓		
Pulling	✓		
List Frequency Only:			
Sitting			✓
Standing/Walking	✓		
Climbing			
Stairs	✓		
Ladder			
Balance			
Stooping	✓		
Kneeling	✓		
Crouching			
Crawling			
Reaching			
Forward	✓		
Overhead	✓		
Bending Reach	✓		
Other			
Handling			
Fingering	✓		
Feeling	✓		
Hearing	✓		
Seeing			
Near			✓
Distance		✓	
Reading		✓	
Calculating		✓	
Compiling		✓	

Lifting Frequencies:

Occasional 1 lift every 30 minutes
 Frequent 1 lift every 2 minutes
 Constant 1 lift every 15 seconds

Other Activities:

Occasional 0-33% (1-20 min per hour)
 Frequent 34-66% (21-40 min per hour)
 Constant 67-100% (41-60 min per hour)