

**BUSINESS  
BUSINESS - BUSINESS ADMINISTRATION (BUS)  
(HEGIS 5004)**

This program provides a basic knowledge of essential business practices and procedures within a broad framework of business management principles. Noted for its flexibility, the program gives students the opportunity to select courses from a career emphasis in management and/or marketing. Graduates are employed in private and public sector entry-level employment positions including sales, personnel, banking, marketing, management, and administration.

Students interested in transferring to an upper-division college/university should refer to the **Business Administration Transfer** program.

**The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.**

Courses should be selected in consultation with an advisor.

Course No.	Descriptive Title	Cr.Hrs.
<b>FIRST SEMESTER</b>		
ENG 101	Composition I	3
BUS 100	Business Administration (a) Introductory Seminar	1
BUS 101	Business Mathematics	3
BUS 102	Introduction to Business	3
BUS 103	Keyboarding for Information Processing	1
BUS 112	Introduction to Microsoft Word	2
ACC 110 (b)	Professional Recordkeeping or	
ACC 104 (b)	Financial Accounting	<u>3-4</u>
	TOTAL	16-17
<b>SECOND SEMESTER</b>		
ENG 102	Composition II	3
BUS 109	Introduction to Microsoft Excel I (c)	1
BUS 110	Introduction to Microsoft Access (c)	1
BUS 111	Introduction to Microsoft PowerPoint (c)	1
BHS 103	Social Problems in Today's World	3
	Advisement track courses (e)	6
	Elective (d)	<u>3</u>
	TOTAL	18
<b>THIRD SEMESTER</b>		
BUS 210	Business Communication	3
BUS 215	Business Law I	3
	ECO 105, GOV 121, HIS 104, HIS 108	3
	Advisement track courses (f)	3-4
	Free elective (g)	<u>3-4</u>
	TOTAL	15-17
<b>FOURTH SEMESTER</b>		
	Science (h)	4
WFE 101	Lifetime Wellness and Fitness	3
	Advisement track courses (i)	6
BUS 290	Business Internship	
	or Business elective (j)	<u>3</u>
	TOTAL	16
	TOTAL 65 CREDIT HOURS	

- a. Students entering the BUS program who have successfully completed ACC 100 have fulfilled the BUS 100 requirement.
- b. Management advisement track select ACC 104. Marketing, Retailing, Office Technologies, Hospitality & Tourism advisement tracks elect either ACC 110 or ACC 104.
- c. Students entering the BUS program who have successfully completed CIS 111 have fulfilled the BUS 109, BUS 110, and BUS 111 requirements
- d. Elective: Courses applicable in this program are: (a) specific courses listed above; (b) courses applicable in all programs, see page 97; (c) all BUS, ACC 201, ACC 213, ACC 211, ACC 241, and CIS 213.
- e. Advisement Sequence  
Management BUS 104 & BUS107  
Marketing: BUS 107 & BUS 104  
Retailing: BUS 161 & BUS 107  
Office Technologies: BUS 151 & BUS 152  
Hospitality & Tourism: BUS 141 & BUS 107
- f. Advisement Sequence  
Management: ACC 204  
Marketing: BUS 105  
Retailing: BUS 162  
Office Technologies: BUS 255  
Hospitality & Tourism: BUS 142
- g. See page 97 for a full discussion of the free elective requirement. The subject area for Business Administration includes all courses labeled BUS and ACC.
- h. Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See page 96.
- i. Advisement Sequence  
Management: BUS 208 & BUS 244  
Marketing: BUS 207 & BUS 106  
Retailing: BUS 263 & BUS 106  
Office Technologies: BUS 256 & BUS 243  
Hospitality & Tourism: BUS 242 & BUS 106
- j. Select from the following business courses: BUS 105, BUS 106, BUS 120, BUS 131, BUS 132, BUS 207, BUS 208, BUS 216, BUS 244, and BUS 161 Office Technologies advisement track must take BUS 290.