

**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.

Upon successful completion of the BUS program, the student will be able to:

- write various styles of business correspondence
- demonstrate computer skills using MS Word, PowerPoint, and Excel
- interpret business reports including the income statement and balance sheet
- demonstrate data entry and accounting skills in maintaining business records
- demonstrate essential business mathematic skills
- demonstrate application of business law
- apply human relations and communication skills in the business world
- demonstrate application of basic management and marketing principles
- develop a basic business plan
- research business careers

Courses should be selected in consultation with an advisor.

<u>Course No.</u>	<u>Descriptive Title</u>	<u>Cr.Hrs.</u>
<u>FIRST SEMESTER</u>		
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
	Accounting Elective (a)	<u>3-4</u>
	TOTAL	16-17
<u>SECOND SEMESTER</u>		
ENG 102	Composition II	3
BUS 109	Introduction to Microsoft Excel I	1
BUS 110	Introduction to Microsoft Access	1
BUS 111	Introduction to Microsoft PowerPoint	1
BHS 103	Social Problems in Today's World	3
	Business Electives (b)	6
	Elective (c)	<u>3</u>
	TOTAL	18
<u>THIRD SEMESTER</u>		
BUS 210	Business Communication	3
BUS 215	Business Law I	3
ECO 105, GOV 121, HIS 104, HIS 108		3
	Business Elective (b)	3-4
	Free Elective (d)	<u>3-4</u>
	TOTAL	15-17
<u>FOURTH SEMESTER</u>		
	Science (a)	4
WFE 101	Lifetime Wellness and Fitness	3
	Business Elective (b)	6
BUS 290	Business Internship	
	or Business Elective (b)	<u>3</u>
	TOTAL	16
	TOTAL CREDIT HOURS	65

a. Choose from the following:  
ACC 110 Professional Recordkeeping  
ACC 104 Financial Accounting  
ACC 101 Principles of Accounting

b. Select any BUS or ACC course.

c. Elective: Courses applicable in this program are: (a) any BUS or ACC courses (b) courses applicable in all programs.

d. See page 98 for a full discussion of the free elective requirement. The subject area for Business Administration includes all courses labeled BUS and ACC.

e..Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, physics. See page 99.