

# PROGRAMS

## BUSINESS ADMINISTRATION - HUMAN RESOURCE

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.

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 businesses or industries.

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

### Special Options for students graduating with the A.A.S. in Business

**Administration:** The Department of Management and Business Technologies has articulation agreements with Fayetteville State University, UNC Pembroke, Methodist University, Pfeiffer University, and St. Andrews University. Students can earn their A.A.S. at Sandhills CC and then continue to earn a B.S.B.A.

### Certificate Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BUS-115	Business Law I	3	0	3
BUS-153	Human Resource Management	3	0	3
<b>Credit Hours</b>		<b>6</b>	<b>2</b>	<b>7</b>
Second Semester (Spring)				
BUS-151	People Skills	3	0	3
BUS-255	Org Behavior in Business	3	0	3
<b>Credit Hours</b>		<b>6</b>	<b>0</b>	<b>6</b>
Total Required Minimum Semester Hours Credit				13

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