

# PROGRAMS

## BUSINESS ADMINISTRATION

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.

### Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
First Semester (Fall)		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3
<b>Credit Hours</b>		<b>11</b>	<b>6</b>	<b>14</b>
Second Semester (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
ENG-112 or ENG-114 or COM-120 or	Writing/Research in the Disc or Prof Research & Reporting or Intro Interpersonal Com or			

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		Course Hours Per Week		Semester Hours
COM-231	Public Speaking	3	0	3
***	Math/Natural Science Elective	0-4	0-3	3-4
	<b>Credit Hours</b>	<b>11-15</b>	<b>4-7</b>	<b>16-17</b>
<b>Third Semester (Summer)</b>				
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
	<b>Credit Hours</b>	<b>6</b>	<b>0</b>	<b>6</b>
<b>Fourth Semester (Fall)</b>				
BUS-115	Business Law I	3	0	3
ECO-151 or ECO-251 or ECO-252	Survey of Economics or Prin of Microeconomics or Prin of Macroeconomics	3	0	3
MKT-120	Principles of Marketing	3	0	3
***	Technical Elective	0-3	0-10	3
***	Technical Elective	0-3	0-10	3
	<b>Credit Hours</b>	<b>9-15</b>	<b>0-20</b>	<b>15</b>
<b>Fifth Semester (Spring)</b>				
ACC-149	Intro to ACC Spreadsheets	1	3	2
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
ECM-210	Intro. to E-Commerce	2	2	3
	<b>Credit Hours</b>	<b>11</b>	<b>7</b>	<b>14</b>
Total Required Minimum Semester Hours Credit				65

<b>Technical Electives:</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC-151	Acct Spreadsheet Appl	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-151	People Skills	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
WBL-111	Work-Based Learning I	0	10	1

\*If taking ACC-151 or WBL-111, student must choose a 3rd technical elective.

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