

## PROGRAMS

### BUSINESS ADMINISTRATION - HOSPITALITY MANAGEMENT (A25120H)

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)				
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
BUS-230	Small Business Management	3	0	3
ENG-112 or ENG-114 or	Writing/Research in the Disc or Prof Research & Reporting or			

		Course Hours Per Week		Semester Hours
COM-120 or COM-231	Intro Interpersonal Com or Public Speaking	3	0	3
***	Math/Natural Science Elective	0-4	0-3	3-4
<b>Credit Hours</b>		<b>11-15</b>	<b>2-5</b>	<b>15-16</b>
<b>Third Semester (Summer)</b>				
ACC-149	Intro to ACC Spreadsheets	1	3	2
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
<b>Credit Hours</b>		<b>7</b>	<b>3</b>	<b>8</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
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-275	Leadership-Hospitality	3	0	3
MKT-120	Principles of Marketing	3	0	3
<b>Credit Hours</b>		<b>15</b>	<b>0</b>	<b>15</b>
<b>Fifth Semester (Spring)</b>				
BUS-151	People Skills	3	0	3
BUS-225	Business Finance	2	2	3
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Resource Mgmt-Hosp	3	0	3
***	Technical Elective	1-3	0-3	2
***	Technical Elective	1-3	0-3	2
<b>Credit Hours</b>		<b>13-17</b>	<b>2-8</b>	<b>16</b>
Total Required Minimum Semester Hours Credit				68

Technical Electives:		Class	Lab	Credit
ACC-140	Payroll Accounting	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-151	Acct Spreadsheet Appl	1	3	2
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-260	Business Communication	3	0	3

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