

GUIDED PATHWAY: BUSINESS ADMINISTRATION A.A.S.

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Administration webpage](http://www.dcccd.edu/BusAdmin) [www.dcccd.edu/BusAdmin] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing Business Administration. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Associate of Applied Science (A.A.S.) degree in Business Administration. Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by Dallas College. See catalog for [official degree requirements](#).

The A.A.S. degree in Business Administration is designed for students seeking a broad program of study in all phases of business practices. This degree focuses not only on the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law). Courses that complete the degree will also complete the [Human Resources Assistant Certificate](#) (HC).

Visit the [NTCCC Transfer Consortium](#) to view guided pathways created for students who complete an A.A.S. degree and the options for transfer to complete a Bachelor of Applied Arts and Science. Speak with an academic advisor at your campus to choose courses that will help you to transfer to a specific university.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Associate of Applied Science	
GPA Requirement	Student must earn a GPA of 2.0 or higher.	
TSI	Must be Complete	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official degree requirements](#).

AAS DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS

SEMESTER 1 Total Hours: 15

[BMGT 1327](#) – Principles of Management (*Course also applies to HC*)
[HRPO 2301](#) – Human Resources Management (*Course also applies to HC*)
[HRPO 2307](#) – Organizational Behavior (*Course also applies to HC*)
MATHEMATICS ELECTIVE* *This is a Core course. You must earn a grade of C or better. (Course applies to HC)*
[ENGL 1301](#) – Composition I *This is a Core course. You must earn a grade of C or better. (Course also applies to HC)*

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

SEMESTER 2 Total Hours: 15

[BUSI 1301](#) – Business Principles
ELECTIVE – *Must take three-credit hour college-level course in Business, Management, General Education, or Human Resources Management.*
[MRKG 1311](#) – Principles of Marketing
[ACCT 2301](#) – Principles of Financial Accounting
[BMGT 2382](#) – Cooperative Education-Business Administration and Management, General (*Course applies to HC*)

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to file an official program of study audit, confirm or update your academic and career path and program of study.
2. Apply for Human Resources Assistant Certificate. The Human Resources Assistant Certificate is **NOT** offered at Brookhaven College.

SEMESTER 3

Total Hours: 15

[ENGL 1302](#) – Composition II *This is a Core course.*

ELECTIVE *Must take three-credit hour college-level course in Business, Management, General Education, or Human Resources Management.*

[ACCT 2302](#) – Principles of Managerial Accounting

[ECON 2301](#) – Principles of Macroeconomics *This is a Core course.*

CHOOSE ONE: [SPCH 1311](#) – Introduction to Speech Communication *This is a Core course.*

[SPCH 1315](#) – Public Speaking *This is a Core course.*

SEMESTER 3 ACTION ITEMS

1. Meet with a career advisor or coach for assistance in preparing for job search.

SEMESTER 4

Total Hours: 15

[BUSI 2301](#) – Business Law

[PSYC 2301](#) – General Psychology *This is a Core course.*

[ECON 2302](#) – Principles of Microeconomics

[POFT 2312](#) – Business Correspondence and Communication

[HUMANITIES/FINE ARTS ELECTIVE*](#) *This is a Core course.*

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

SEMESTER 4 ACTION ITEMS

1. After reviewing your degree plan and program of study, meet with your advisor to apply for the Business Administration A.A.S.
2. Sign up for commencement.
3. Join the [Alumni Network!](#)

PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS