























































































































COURSE NO.	COURSE TITLE	HOURS		HUMANITIES ELECTIVES	MATH ELECTIVES
Fall					
ACC 120	Prin of Financial Accounting   	4		ART 111 Art Appreciation   	MAT 115 Mathematical Models  
BUS 110	Intro to Business  	3		ART 114 Art History Survey I   	MAT 120 Geometry and Trig 
BUS 115	Business Law I  	3		ART 115 Art History Survey II   	MAT 121 Algebra/Trigonometry 
ECO 251	Prin of Microeconomics  	3		ART 116 Survey of American Art  	MAT 140 Survey of Mathematics  
OST 137	Office Software Applications	3		ART 117 Non-Western Art History  	MAT 151 Statistics I   
Spring				ENG 131 Intro to Literature   	MAT 161 College Algebra   
ACC 121	Prin of Managerial Accounting   	4		ENG 231 American Literature I   	
BUS 116	Business Law II   	3		ENG 232 American Literature II   	
BUS 137	Principles of Management  	3		ENG 241 British Literature I   	
ECO 252	Prin of Macroeconomics  	3		ENG 242 British Literature II   	
Elective	Humanities Elective	3		ENG 273 African-American Literature  	
Summer				HUM 110 Technology and Society  	
BUS 121*	Business Math 	3		HUM 160 Intro to Film 	
BUS 125	Personal Finance	3		MUS 110 Music Appreciation  	
MKT 120	Prin of Marketing 	3		MUS 112 Intro To Jazz 	
Fall				MUS 113 American Music 	
BUS 210	Investment Analysis 	3		MUS 210 History of Rock Music 	
BUS 217	Employment Law & Regs 	3		PHI 210 History of Philosophy   	
ENG 111	Expository Writing   	3		PHI 215 Philosophical Issues	
LOG 110	Intro to Logistics 	3		PHI 220 Western Philosophy I   	
MAT 110 or higher	Math 110 or Higher Elective	3		PHI 221 Western Philosophy II    	*Other BUS/MKT/LOG electives and COE options available. See your advisor for details.
Spring				PHI 230 Introduction to Logic  	
BUS 225	Business Finance 	3		PHI 240 Intro to Ethics  	
BUS 230	Small Business Management	3		REL 110 World Religion  	
BUS 239	Business Applications Seminar 	2		REL 111 Eastern Religion  	
BUS 260	Business Communication  	3		REL 112 Western Religion  	
ENG 114	Prof Research & Reporting    	3		REL 211 Intro to Old Testament   	
INT 110	International Business 	3		REL 212 Intro to New Testament   	
				REL 221 Religion in America   	
					 Course available online
					 Articulated course
					 Prerequisite required
Total Program Hours		73			

The Business Fast Track Program option is designed especially for working adults. Students may complete the program on the Main Campus of Gaston College or the East Campus, located in Belmont.

Once admission requirements have been met, students can complete an Associate of Applied Science Degree in Business Administration in two years, while attending class on campus only two nights per week.

The program offers blended learning through traditional classroom modalities, as well as up-to-date Web assisted technologies.

Gaston College Business Administration Fast Track

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 life-long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business and industry.

Occupational Outlook Handbook Information (www.bls.gov)

Education and training. Specific requirements vary by job responsibility. For first-line administrative services managers of secretarial, mailroom, and related support activities, many employers prefer to hire people who have an associate degree in business or management, although a high school diploma may suffice when combined with appropriate experience.

For managers of more technical activities, postsecondary technical school training is preferred. Managers of highly complex services, such as contract administration, generally need at least a bachelor's degree in business, human resources, or finance. Regardless of major, the curriculum should include courses in office technology, accounting, business mathematics, computer applications, human resources, and business law.

Whatever the manager's educational background, it must be accompanied by related work experience reflecting their ability. For this reason, many administrative services managers have advanced through the ranks of their organization, acquiring work experience in various administrative positions before assuming first-line supervisory duties. All managers who oversee departmental supervisors should be familiar with office procedures and equipment. Managers of personal property acquisition and disposal need experience in purchasing and sales, and knowledge of a variety of supplies, machinery, and equipment. Managers concerned with supply, inventory, and distribution should be experienced in receiving, warehousing, packaging, shipping, transportation, and related operations. Contract administrators may have worked as contract specialists, cost analysts, or procurement specialists. Managers of unclaimed property often have experience in insurance claims analysis and records management.

Other qualifications. Persons interested in becoming administrative services managers should have good leadership and communication skills and be able to establish effective working relationships with many different people, ranging from managers, supervisors, and professionals, to clerks and blue-collar workers. They should be analytical, detail-oriented, flexible, and decisive. They must be able to coordinate several activities at once, quickly analyze and resolve specific problems, and cope with deadlines.

Student Success

"The Fast Track Business Administration program at Gaston College is a Godsend. The schedule and location fit my lifestyle to a tee."

Scott Wright, Fast Track student

Gaston College Graduates

Gaston College Business Administration graduates have obtained employment with local employers including: Lowe's Home Improvement, Timken, and The Building Center of Gastonia.

Contact Information

Karen Duncan, Chair
Jeremy Railton, Faculty Advisor
Karen Jenkins, Admin Assistant

duncan.karen@gaston.edu
railton.jeremy@gaston.edu
jenkins.karen@gaston.edu

704.922.6555
704.825.3737 ext. 322
704.922.6263

Office Location: CET 40
Office Location: ECC228
Office Location: CET 34