






















































































































COURSE NO.	COURSE TITLE	HOURS	HUMANITIES ELECTIVES	MATH ELECTIVES	MAJOR HOUR ELECTIVES
<b>Fall</b>			ART 111 Art Appreciation   	MAT 115 Mathematical Models 	BUS 121 Business Math 
ACC 120	Prin of Financial Accounting   	4	ART 114 Art History Survey I   	MAT 120 Geometry and Trig 	BUS 234 Training & Development 
BUS 110	Intro to Business  	3	ART 115 Art History Survey II   	MAT 121 Algebra/Trigonometry 	CIS 110 Intro to Computers  
BUS 115	Business Law I  	3	ART 116 Survey of American Art  	MAT 140 Survey of Mathematics  	CTS 130 Spreadsheets  
ECO 251	Prin of Microeconomics  	3	ART 117 Non-Western Art History  	MAT 151 Statistics I   	DBA 110 Database Applications
OST 137	Office Software Applications	3	ENG 131 Intro to Literature   	MAT 161 College Algebra   	MKT 121 Retailing 
<b>Spring</b>			ENG 231 American Literature I  		MKT 220 Advertising & Sales Promo
ACC 121	Prin of Managerial Accounting   	4	ENG 232 American Literature II  		OST 136 Word Processing 
BUS 116	Business Law II  	3	ENG 241 British Literature I  		OST 138 Adv Software Applications 
BUS 137	Prin of Management  	3	ENG 242 British Literature II  		OST 153 Office Finance Solutions 
ECO 252	Prin of Macroeconomics  	3	ENG 273 African-American Literature   		COE (contact co-op office for info)
<b>Elective</b>	<b>Humanities Elective</b>	3	HUM 110 Technology and Society  		
<b>Summer</b>			HUM 160 Intro to Film 		Students may take up to 3 hours credit from COE courses
BUS 125	Personal Finance	3	MUS 110 Music Appreciation  		
MKT 120	Prin of Marketing 	3	MUS 112 Intro To Jazz 		
<b>Elective</b>	<b>Major Hour Elective</b>	3	MUS 113 American Music 		
<b>Fall</b>			MUS 210 History of Rock Music 		
BUS 210	Investment Analysis 	3	PHI 210 History of Philosophy   		
BUS 217	Employment Law & Regs 	3	PHI 215 Philosophical Issues		
ENG 111	Expository Writing   	3	PHI 220 Western Philosophy I  		
LOG 110	Intro to Logistics 	3	PHI 221 Western Philosophy II  		
<b>MAT 110 or higher</b>	<b>Math 110 or Higher Elective</b>	3	PHI 230 Introduction to Logic  		
<b>Spring</b>			PHI 240 Intro to Ethics  		
BUS 225	Business Finance 	3	REL 110 World Religion  		
BUS 230	Small Business Management	3	REL 111 Eastern Religion  		
BUS 239	Business Applications Seminar 		REL 112 Western Religion  		
BUS 260	Business Communication  	3	REL 211 Intro to Old Testament  		
ENG 114 or ENG 112	Prof Research & Reporting <b>OR</b> Argument-Based Research   	3	REL 212 Intro to New Testament  		
INT 110	International Business 	3	REL 221 Religion in America  		
					 Articulated courses
					 Prerequisite required
					 Course available online
<b>Total Program Hours</b>		<b>73</b>			Effective Fall 2009/Revised May 2009

## Gaston College 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 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](http://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

"What I like about Gaston College is the availability of classes and times that can be taken. The instructors are fantastic in teaching and also explaining material when needed."

Oscar McFadden, Business Administration 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

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Karen Jenkins, Admin Assistant

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