



***Associate in Science in Business Administration (60-75 Credit Hours)***

This is an UNOFFICIAL document which can be used as a guide for students pursuing this academic degree program. The official program of study, minimum grade and/or prerequisite requirements are published in the current university catalog. Students should contact their student experience advisor with any questions.

| <b>Area I: Business Administration Component</b> |                                       | <b>Credit Hours</b> | <b>Met</b> |
|--|---------------------------------------|---------------------|------------|
| GEB1011  | Introduction to Business              | 3                   |            |
| MAR2011  | Principles of Marketing               | 3                   |            |
| ENT2020  | Small Business Management             | 3                   |            |
| MAN2021  | Principles of Management              | 3                   |            |
| ACG2021  | Introduction to Financial Accounting  | 3                   |            |
| FIN2100  | Personal Finance                      | 3                   |            |
| COM2412  | Communication, Culture, and Community | 3                   |            |
| ACG2450  | Accounting using QuickBooks™          | 3                   |            |
| <b>Total Business Administration Component</b>   |                                       | <b>24</b>           |            |

| <b>Area II: General Education Component</b>                              | <b>Credit Hours</b> | <b>Met</b> |
|--|---------------------|------------|
| General Education English Composition (Recommend: ENC1101)               | 3                   |            |
| General Education Mathematics or Science (Recommend: MAT1033 or MGF1106) | 3                   |            |
| General Education Humanities   | 3                   |            |
| ECO2013 Macroeconomics OR ECO2023 Microeconomics                         | 3                   |            |
| CGS1100 Computer Applications  | 3                   |            |
| <b>Total General Education Component</b>                                 | <b>15</b>           |            |
|  |                     |            |
| <b>Area III: Elective Component</b>                                      |                     |            |
| Elective (Recommend: SLS1103)  | 3                   |            |
| Elective (Recommend: ECO2013 OR ECO2023)                                 | 3                   |            |
| Elective   | 3                   |            |
| Elective   | 3                   |            |
| Elective   | 3                   |            |
| Elective   | 3                   |            |
| Elective   | 3                   |            |
| <b>Total Elective Component</b>  | <b>21</b>           |            |
| <b>Total Semester Hours Required for Graduation</b>                      | <b>60</b>           |            |

Once enrolled, please log into the MyHUGo portal and check "My Progress" in the student planning module of HU Self-Service. Please contact your Faculty Advisor/Student Success Coach or the Office of the Registrar if you have any questions and refer to the University Catalog for degree requirements.



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The following course sequences are formatted to help ensure the most direct path to program completion. Deviation may add to the overall time to complete the degree, as many courses require prerequisites and/or are not offered every session. It is important for students to follow the optimum sequence of coursework as suggested by their student experience advisor.

|   |           |  |
|---|-----------|--|
| <b>Area III: Elective Component <i>Option B: Accounting Track</i></b> |           |  |
| Elective (Recommend: SLS1103)   | 3         |  |
| Elective (Recommend: ECO2013 OR ECO2023)                              | 3         |  |
| Elective (Recommend: TAX2000-prerequisite for TAX4001))               | 3         |  |
| TAX4001 Federal Tax Accounting I                                      | 3         |  |
| FIN3400 Managerial Finance  | 3         |  |
| ACG3401 Acct Information Systems                                      | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| <b>Total Elective Component</b>                                       | <b>36</b> |  |
| <b>Total Semester Hours Required for Graduation</b>                   | <b>75</b> |  |

|   |           |  |
|---|-----------|--|
| <b>Area III: Elective Component <i>Option C: Health Office Administration Track</i></b> |           |  |
| Elective (Recommend: SLS1103)   | 3         |  |
| Elective (Recommend: ECO2013 OR ECO2023)  | 3         |  |
| HSA1100 Introduction to Healthcare Services   | 3         |  |
| HSA1190 Introduction to Healthcare Information Technology                               | 3         |  |
| HSA2172 Reimbursement & Revenue Cycle Management  | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| Elective  | 3         |  |
| <b>Total Elective Component</b>   | <b>36</b> |  |
| <b>Total Semester Hours Required for Graduation</b>                                     | <b>75</b> |  |

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**General Electives Track**

| Session One                      | Credits   | Met | Session Two                      | Credits   | Met | Session Three                                    | Credits   | Met |
|----------------------------------|-----------|-----|----------------------------------|-----------|-----|--|-----------|-----|
| Elective                         | 3         |     | MAN2021 Principles of Management | 3         |     | ACG2021 Intro to Financial Accounting            | 3         |     |
| GEN ED Mathematics or Science    | 3         |     | GEN ED Computer Applications     | 3         |     | COM2412 Communication, Culture, and Community    | 3         |     |
| GEN ED English Composition       | 3         |     | GEN ED Humanities                | 3         |     | ECO2013 Macroeconomics OR ECO2023 Microeconomics | 3         |     |
| GEB1011 Introduction to Business | 3         |     | Elective                         | 3         |     | Elective   | 3         |     |
| <b>Total</b>                     | <b>12</b> |     | <b>Total</b>                     | <b>12</b> |     | <b>Total</b>                                     | <b>12</b> |     |

| Session Four                      | Credits   | Met | Session Five                         | Credits   | Met |
|-----------------------------------|-----------|-----|--------------------------------------|-----------|-----|
| ENT2020 Small Business Management | 3         |     | ACG2450 Accounting using QuickBooks™ | 3         |     |
| MAR2011 Principles of Marketing   | 3         |     | FIN2100 Personal Finance             | 3         |     |
| Elective                          | 3         |     | Elective                             | 3         |     |
| Elective                          | 3         |     | Elective                             | 3         |     |
| <b>Total</b>                      | <b>12</b> |     | <b>Total</b>                         | <b>12</b> |     |

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**Accounting Track**

| Session One                      | Credits   | Met | Session Two                      | Credits   | Met | Session Three                                    | Credits   | Met |
|----------------------------------|-----------|-----|----------------------------------|-----------|-----|--|-----------|-----|
| Elective                         | 3         |     | MAN2021 Principles of Management | 3         |     | ACG2021 Intro to Financial Accounting            | 3         |     |
| GEN ED Mathematics or Science    | 3         |     | GEN ED Computer Applications     | 3         |     | COM2412 Communication, Culture, and Community    | 3         |     |
| GEN ED English Composition       | 3         |     | GEN ED Humanities                | 3         |     | ECO2013 Macroeconomics OR ECO2023 Microeconomics | 3         |     |
| GEB1011 Introduction to Business | 3         |     | Elective                         | 3         |     | Elective (Recommend TAX2000)                     | 3         |     |
| <b>Total</b>                     | <b>12</b> |     | <b>Total</b>                     | <b>12</b> |     | <b>Total</b>                                     | <b>12</b> |     |

| Session Four                      | Credits   | Met | Session Five                         | Credits   | Met | Session Six                           | Credits  | Met |
|-----------------------------------|-----------|-----|--------------------------------------|-----------|-----|---------------------------------------|----------|-----|
| ENT2020 Small Business Management | 3         |     | ACG2450 Accounting using QuickBooks™ | 3         |     | FIN3400 Managerial Finance            | 3        |     |
| MAR2011 Principles of Marketing   | 3         |     | FIN2100 Personal Finance             | 3         |     | ACG3401 Accounting Information System | 3        |     |
| TAX4001 Federal Tax Accounting I  | 3         |     | Elective                             | 3         |     | Elective                              | 3        |     |
| Elective                          | 3         |     | Elective                             | 3         |     |                                       |          |     |
| <b>Total</b>                      | <b>12</b> |     | <b>Total</b>                         | <b>12</b> |     | <b>Total</b>                          | <b>9</b> |     |

| Session Seven | Credits  | Met |
|---------------|----------|-----|
| Elective      | 3        |     |
| Elective      | 3        |     |
|               |          |     |
| <b>Total</b>  | <b>6</b> |     |

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**Health Office Administration Track**

| Session One                      | Credits   | Met | Session Two                      | Credits   | Met | Session Three                                    | Credits   | Met |
|----------------------------------|-----------|-----|----------------------------------|-----------|-----|--|-----------|-----|
| Elective                         | 3         |     | MAN2021 Principles of Management | 3         |     | ACG2021 Intro to Financial Accounting            | 3         |     |
| GEN ED Mathematics or Science    | 3         |     | GEN ED Computer Applications     | 3         |     | COM2412 Communication, Culture, and Community    | 3         |     |
| GEN ED English Composition       | 3         |     | GEN ED Humanities                | 3         |     | ECO2013 Macroeconomics OR ECO2023 Microeconomics | 3         |     |
| GEB1011 Introduction to Business | 3         |     | Elective                         | 3         |     | Elective   | 3         |     |
| <b>Total</b>                     | <b>13</b> |     | <b>Total</b>                     | <b>12</b> |     | <b>Total</b>                                     | <b>12</b> |     |

| Session Four                      | Credits   | Met | Session Five                         | Credits   | Met | Session Six  | Credits  | Met |
|-----------------------------------|-----------|-----|--------------------------------------|-----------|-----|--|----------|-----|
| ENT2020 Small Business Management | 3         |     | ACG2450 Accounting using QuickBooks™ | 3         |     | HSA1100 Intro to Healthcare Services               | 3        |     |
| MAR2011 Principles of Marketing   | 3         |     | FIN2100 Personal Finance             | 3         |     | HSA1190 Intro to Healthcare Information Technology | 3        |     |
| Elective                          | 3         |     | Elective                             | 3         |     | HSA2172 Reimbursement & Revenue Cycle Management   | 3        |     |
| Elective                          | 3         |     | Elective                             | 3         |     |  |          |     |
| <b>Total</b>                      | <b>12</b> |     | <b>Total</b>                         | <b>12</b> |     | <b>Total</b>                                       | <b>9</b> |     |

| Session Seven | Credits  | Met |
|---------------|----------|-----|
| Elective      | 3        |     |
| Elective      | 3        |     |
|               |          |     |
|               |          |     |
| <b>Total</b>  | <b>6</b> |     |