

# A.A.S. IN BUSINESS ADMINISTRATION

**PROGRAM INFORMATION:** The Business Administration Program at Navarro College is a two-year program designed to help develop the fundamental skills, knowledge, attitudes and experiences that help enable men and women to function as supervisors or managers in such fields as industry, retailing, community service, small business, food services, real estate transportation, wholesaling, office management, and sales. Programs of study are designed as cooperative plans with local business and industry with students enrolled in courses taught on campus for formal instruction and concurrently working at a regular paid, part-time or full-time job in sponsoring business firms. The program has been designed to help prepare students for immediate employment after completing the two-year Associate in Applied Science Degree.

**Tech Prep:** Articulated credit may be available for some courses students complete while in high school. See the Tech Prep director for more information.

## FRESHMAN YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
ENGL 1301	Composition & Rhetoric . . . . .3	MRKG 1311	Principles of Marketing . . . . .3
ORIN 1100	Education & Career Planning . . . . .1	BMGT 1368****	Practicum - Bus. Admin. & Mgt. . . . .3
BUSI 1301	Business Principles . . . . .3	POFT 2312	Business Corr. & Communication . . . . .3
BMGT 1327	Principles of Management . . . . .3	SPCH 1321	Business & Professional Speaking OR
POFT 1301	Business English . . . . .3	SPCH 1315	Public Speaking . . . . .3
MATH 1324	Math for Bus. & Soc. Science . . . . .3	COSC 1401**	Microcomputer Applications . . . . .4
	16		16

## SOPHOMORE YEAR

FALL		SPRING	
Subjects	Sem. Hrs.	Subjects	Sem. Hrs.
MRKG 1301	Customer Relations . . . . .3	Approved Humanities/Fine Arts Elective***	. . . . .3
ECON 2301	Principles of Economics . . . . .3	HRPO 2301	Human Resource Mgt. . . . .3
BMGT 1369	Practicum II - Bus. Admin. & Mgt. . . . .3	BMGT 2309*	Leadership . . . . .3
ACCT 2401	Principles of Financial Accounting . . . . .4	BUSI 2301	Business Law . . . . .3
HRPO 2307	Organizational Behavior . . . . .3	ITSW 1404	Intro. to Spreadsheets . . . . .4
	16		16

\*Capstone courses must be taken in final semester

\*\*ITSC 1409 will substitute for COSC 1401 for students receiving Tech Prep credit.

\*\*\*Spanish 1411 recommended

\*\*\*\*Students who can't complete the practicum should contact (903) 875-7559.

NOTE: Students desiring to pursue a traditional Bachelor of Business Administration Degree (B.B.A.) should enroll under the Associate of Science (A.S.) in Business Degree Plan.