

BUSINESS**BUSINESS ADMINISTRATION-CAREER OPTION – B026****A.S. in Business Administration**

Contact: Candida Johnson, Ext. 2309, cjohnson@hcc.mass.edu

The Business Administration career option focuses on general business and prepares students for entry-level managerial positions within various types of organizations. Upon graduating from this program, students will be able to interpret accounting data and analyze financial statements, apply the marketing concept, appreciate the role of law in business and define traditional functions of management and their contribution to strategic planning.

Term/Grade	Course Number	Course Name	Course Credits
GENERAL EDUCATION REQUIREMENTS			24-27
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	ECN 101	Principles of Economics I	3
_____	ECN 102	Principles of Economics II	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Social Science Elective (B) _____	3
_____	_____	Math Elective _____	3-4
PROGRAM REQUIREMENTS			21
_____	ACC 111	Principles of Accounting I	4
_____	ACC 112	Principles of Accounting II	4
_____	LAW 211	Business Law	3
_____	BUS 112	Professional Etiquette	1
_____	BUS 245	Introduction to International Business	3
_____	MGT 230	Principles of Management	3
_____	MKT 240	Principles of Marketing	3
PROGRAM ELECTIVES			13-19
_____	_____	Business Electives ¹ _____	3
_____	_____	Business Electives ¹ _____	3
_____	_____	Business Electives ¹ _____	3
_____	_____	General Electives ² _____	3
_____	_____	General Electives ² _____	3
_____	_____	Introductory Computer Course ³ _____	3-4
Total Credits			61

NOTES:¹ Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC or SPO.² Zero to six credits as needed to total 60 credits.³ Select from BUS 115, BUS 215, CSI 111, or ACC 105.