

# BUSINESS: BUSINESS ADMINISTRATION (A.A.S.)

**HEGIS: 5004**  
**SUNY CODE: 0632**



The Business Administration program is designed to prepare students for a business career by providing them with the skills necessary to move into responsible entry-level management positions in public and private industry. The curriculum provides an overview of business operations necessary for today's manager. Graduates are prepared to:

- Understand fundamentals of accounting, marketing and computer technology
- Deal effectively with employee relations issues
- Work with basic computer software packages
- Apply management theory to practical case problems
- Communicate effectively in a business environment

## Career Opportunities

Graduates of this program have moved into entry-level management positions in local and national companies. A student pursuing a degree in this program may, after consultation with an academic advisor, select course(s) to prepare for career or transfer plans.

1st Semester		Credits		1st Year		2nd Semester		Credits			
BU 111	Business Organization & Management		3	BU 115	Accounting II		3	BU 141	Introduction to Marketing		3
BU 114	Accounting I		4	EN 112	English II		3	IS 115	Computer Applications I		3
EN 111	English I		3		Mathematics Elective		3		Social Science Elective		3
FS 100	First Year Student Seminar		1								
IS 111	Keyboarding Essentials		1								
	Science Elective		3								
		<b>Total</b>	<b>15</b>					<b>Total</b>			<b>18</b>

3rd Semester		Credits		2nd Year		4th Semester		Credits			
BU 112	Business Communications		3	BU 121	Business Law I		3				
BU 232	Principles of Management		3	BU 233	Business Applications and Strategies		3				
BU 251	Human Resource Management		3	BU 256	Labor Relations		3				
SS 185	Introduction to Macroeconomics		3		Business Elective		3				
	Elective		3		Elective		3				
	Physical Education Activity		1		Physical Education Activity		1				
		<b>Total</b>	<b>16</b>					<b>Total</b>			<b>16</b>

*65 Credits Required  
for the  
Associate in Applied Science Degree*

For more information, contact the Business, Health, Science and Information Technology Division at (315) 866-0300 or toll free 1-888-GO-4-HCCC, ext. 8230/8240.

**This program is Internet accessible and may be completed entirely online.  
For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**