

BUSINESS: BUSINESS ADMINISTRATION (A.S.)

HEGIS: 5004
SUNY CODE: 0671



The Business Administration program is designed to provide a strong foundation for employment in business and to prepare the student for transfer to a four-year program. This program will provide a core of courses that will enable the student to view the total picture of general management. Graduates are prepared to:

- Understand the basic principles of management
- Understand fundamentals of accounting, marketing and computer technology
- Work with basic computer software packages
- Comprehend the business legal environment
- Communicate effectively in a business environment

Transfer Information

Successful graduates of this program have transferred into business programs at Syracuse University, SUNY Colleges, Rochester Institute of Technology and other four-year public and private institutions.

		1st Year			
1st Semester		Credits	2nd Semester		Credits
BU 111	Business Organization & Management	3	BU 115	Accounting II	3
BU 114	Accounting I	4	BU 141	Introduction to Marketing	3
EN 111	English I	3	EN 112	English II	3
FS 100	First Year Student Seminar	1	IS 115	Computer Applications I	3
IS 111	Keyboarding Essentials	1		Mathematics Elective**	3-4
	Laboratory Science Elective*	4		Physical Education Activity	1
	Total	16		Total	16-17

		2nd Year			
3rd Semester		Credits	4th Semester		Credits
BU 112	Business Communications	3	BU 122	Business Law II	3
BU 121	Business Law I	3	SS 186	Introduction to Microeconomics	3
BU 232	Principles of Management	3		Mathematics Elective**	3-4
SS 185	Introduction to Macroeconomics	3		Arts Selective++	3
	American History Selective+	3		Elective	3
	Physical Education Activity	1			
	Total	16		Total	15-16

*63-65 Credits Required
for the
Associate in Science Degree*

Students should consult with their academic advisor for appropriate course selections.

*Laboratory Science Electives: Select from Natural Science category of approved General Education courses.

**MA 127 or higher: Select from MA 127, MA 128, MA 130, MA 132, MA 141, MA 245 or MA 246.

+ American History Selective: Select from SS 121, SS 122, or SS 141.

++ The Arts Selective: Select (1) EN 123, EN 133, EN 136, EN 137, EN 214, EN 231, EN 236, EN 246, EN 251, HU 111, HU 112, HU 113, HU 114, HU 115, HU 140, HU 146, HU 161, HU 211, HU 212.

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 complies with the State University General Education requirement.
This program is Internet accessible and may be completed entirely online.
For more information access HCCC Internet Academy website: www.ia.herkimer.edu**