

BUSINESS ADMINISTRATION LOWER-LEVEL CERTIFICATE

BA 210	Business Computer Applications	3
BA 225	Project Management	3
BA 246	Legal Environment of Business	3
Total Credits		24

Award: Certificate in Business Administration

No. of credits required: 24

For more information: Contact Associate Professor Miriam Wigglesworth, 443-412-2426, mwigglesworth@harford.edu (%20mwigglesworth@harford.edu); or Admissions, 443-412-2109.

Program Description

The Business Administration Lower-Level Certificate is designed for students who have completed a bachelor's degree in a field other than business administration. As such, this certificate is intended to provide students with a business administration foundation which will prepare them for many federal government management and administrative positions. Although some of the courses in this certificate may transfer into the A.S. Business Administration and A.A.S. Business Management degrees, the purpose of this certificate is to provide the necessary additional business administration courses which will enable students to meet federal government management and administrative related position requirements.

Program Goals

Upon successful completion of this program of study, students will be able to:

1. Apply appropriate communications skills to work independently and collaboratively within an organization to promote the goals and objectives of the work unit.
2. Recognize how to facilitate successful completion of technical projects.
3. Demonstrate competency in using technical tools, technology, methods, and processes.
4. Recognize professional and ethical behavior.
5. Apply problem solving skills to technical problems.

Employment Information

Numerous federal government and Department of Defense administrative/business, contracting, administrative assistant and information technology positions will require a bachelor's degree, including 24 credit hours in business administration.

Certificate Requirements

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 Reading and Understanding College Textbooks and ENG 012 Basic Writing, or ENG 018 Integrated Reading and Writing, and MATH 020 Pre-Algebra I. See graduation requirement details in this catalog for further information.

Required Courses

Code	Title	Credits
ACCT 101	Accounting Principles I	3
ACCT 102	Accounting Principles II	3
BA 101	Introduction to Business (GI)	3
BA 109	Principles of Management	3
BA 111	Purchasing and Materials Management	3

General Education Degree Requirements

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

Behavioral/Social Science (GB)
 English Composition (GE)
 Arts/Humanities (GH)
 Interdisciplinary and Emerging Issues (GI)
 Biological/Physical Laboratory Science (GL)
 Mathematics (GM)
 Biological/Physical Science (GS)