

# BUSINESS ADMINISTRATION LOWER-LEVEL CERTIFICATE

ACCT 102	Accounting Principles II	3
<b>Total Credits</b>		<b>16</b>

**Award:** Certificate in Business Administration

**No. of credits required:** 16

**For more information:** *Contact Business & Applied Technology at bat@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. Facilitate successful completion of technical projects.
3. Demonstrate competency in using technical tools, technology, methods, and processes.
4. Demonstrate 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.

## Certificate Requirements

In order to earn a certificate from Harford Community College, students must demonstrate basic competencies in English, reading, and mathematics by completing: ENG 018 Integrated Reading and Writing, MATH 020 Pre-Algebra I, and/or a qualifying exam must be passed.

### Required Courses

Code	Title	Credits
BA 101	Introduction to Business (GI)	3
BA 210 or CIS 102	Business Computer Applications Introduction to Information Sciences (GI)	3
BA 203	Principles of Marketing	3
ACCT 101	Accounting Principles I	3
ACCT 107	Spreadsheet Applications For Accounting	1