

BUSINESS ADMINISTRATION (AS)

Award: Associate of Science Degree

No. of credits required: 60

For more information: Contact Associate Professor Miriam Wiglesworth, 443-412-2426, mwiglesworth@harford.edu (%20mwiglesworth@harford.edu); Assistant Professor Maurice Brown, 443-412-2466, mabrown@harford.edu; or Admissions, 443-412-2109.

Program Description

This program is designed for students who wish to transfer to earn a baccalaureate degree in some area of business. Students who plan to transfer should consult an advisor for assistance in selecting courses appropriate for the transfer institution and program. The courses in this curriculum prepare students for later specialization in finance, human resource management, management, private and public accounting, marketing, merchandising and advertising. Cooperative Education is available to students in this program as an additional means of receiving extended learning experiences related to Business Administration.

Program Goals

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

1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Transfer successfully to a four-year institution.

Transfer Information

Transfer students should note that many business schools have selective admissions requirements. Cumulative grade point average and completion of specific course requirements are used as criteria for acceptance. Students should contact academic advising or business administration faculty for further information.

Diversity Requirement

To satisfy the diversity requirement: Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB), (GH), (GI) course electives from those that also appear on the approved list of diversity course graduation requirements.

Degree Requirements

Recommended Course Sequence

First Semester		Credits
ACCT 101	Accounting Principles I	3
BA 101	Introduction to Business (GI)	3

BA 210 or CIS 102	Business Computer Applications or Introduction to Information Sciences (GI)	3
ENG 101	English Composition (GE)	3
Select one of the following: ¹		3
MATH 111	Introduction to Finite Mathematics (GM)	
MATH 212	Calculus with Applications (GM)	
Mathematics Elective (GM) (https://catalog.harford.edu/general-education/#mathematics)		

Credits 15

Second Semester

ACCT 102	Accounting Principles II	3
BA 205 or BA 246	Business Law or Legal Environment of Business	3
ECON 101	Macroeconomics (GB)	3
Select one of the following: ¹		3
ENG 102	English Composition and Literature	
ENG 109	English Composition: Research Writing	
ENG 216	Business Communications	
MATH 216	Introduction to Statistics (GM)	4

Credits 16

Third Semester

Select one of the following: ¹		3
CMST 101	Speech Fundamentals (GI)	
CMST 106	Business & Professional Speech	
ECON 102	Microeconomics (GB)	3
Arts/Humanities Elective (GH) (https://catalog.harford.edu/general-education/#arts-humanities) ¹		3
Biological/Physical Lab Science Elective (GL) (https://catalog.harford.edu/general-education/#biological-physical-laboratory-science)		4
Business Administration Elective ¹		3

Credits 16

Fourth Semester

Behavioral/Social Science Elective (GB) (https://catalog.harford.edu/general-education/#behavioral-social-science)		3
Arts/Humanities Elective (GH) (https://catalog.harford.edu/general-education/#arts-humanities) ¹		3
Biological/Physical Science Elective (GS) (https://catalog.harford.edu/general-education/#science)		3
Physical Education Elective		1
General Elective ¹		3

Credits 13

Total Credits 60

¹ Courses/electives should be chosen according to the institution to which transfer is planned. Additional Humanities or Social Science electives may be needed at some transfer institutions.

General Education Degree Requirements

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

Behavioral/Social Science (GB)

2 Business Administration (AS)

English Composition (GE)

Arts/Humanities (GH)

Interdisciplinary and Emerging Issues (GI)

Biological/Physical Laboratory Science (GL)

Mathematics (GM)

Biological/Physical Science (GS)