

BUSINESS ADMINISTRATION CAREER • Associate in Science

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	BU 1101	Introduction to Business	3	EN 2103 or higher placement
_____	BU 1103	Business Law OR		
_____	BU 1110	Legal Environment of Business	3	
_____	BU 2101	Introduction to Accounting I	3	MA1101 and EN 2103 or higher placement. Corequisite: MA 1103
_____	BU 2102	Introduction to Accounting II	3	BU 2101
Choose two of the following (6 credits):			6	
_____	BU 2201	Intermediate Accounting I		BU 2102 or BU 2105
_____	BU 2202	Intermediate Accounting II		BU 2201
_____	BU 2215	Introduction to Finance		BU 2101
_____	BU 3101	Principles of Management		BU 1101* and eligible for EN 1103
_____	BU 4101	Principles of Marketing		BU 1101 or *
_____	CA 1101	Microcomputer Applications	3	EN 2103 or higher placement and either taking, having successfully completed or tested out of EN 1101 and MA 1103
_____	BU_____	Business elective	3	
_____	BU_____	Business elective	3	
_____	BU_____	Business elective OR		
_____	CA_____	Computer Applications elective** OR		
_____	WB 1101	Introduction to Web Publishing	3	EN 2103 or higher placement, CA 1101 or equivalent experience and current enrollment in, placement above or successful completion of EN 1101
_____	BU_____	Business elective OR		
_____	CA_____	Computer Applications elective** OR		
_____	WB 1101	Introduction to Web Publishing	3	EN 2103 or higher placement, CA 1101 or equivalent experience and current enrollment in, placement above or successful completion of EN 1101
_____	EN 1103	English Composition I	3	EN 1101 or placement by exam
_____	EN 1105	English Composition II:		EN 1103
_____		An Introduction to Literature	3	
_____	HU_____	Humanities elective	3	
_____	MA_____	Mathematics elective***	3	
_____	SC_____	Science elective	3-4	
_____	SO 2111	Principles of Macroeconomics	3	MA 1103 and eligible for EN 1103
_____	SO 2113	Principles of Microeconomics	3	SO 2111
_____	SO_____	Behavioral Science elective	3	
_____	_____	Elective****	3	
			60 - 61	

*permission of instructor

**CA 1100 will not satisfy this requirement

***Must be above MA 1103

****If math, must be above MA 1103

Program Description:

The Business Administration Career associate in science degree program is designed to prepare students for direct workforce entry. This option provides a strong general business background in the fundamental areas of accounting, business computer applications, management, marketing and business law. Additionally, students expand their education by exposure to a wide variety of general elective coursework. Many people currently working in the field of business choose the Business Administration Career degree program in an effort to expand their potential for growth in the business workforce.

Career and Transfer Outlook:

Upon completion of this program students are prepared to pursue many different business careers in a variety of industries including manufacturing, marketing and sales, distribution, and service organizations. Graduates can begin careers as management assistants or trainees in a broad array of industries, including banking, insurance, manufacturing and investments. Although not primarily intended as a transfer degree, some students do continue on to a bachelor's degree program on a full- or part-time basis.

Helpful Hints:

Students should choose Business electives based on their intended career path or may use these electives to explore a variety of different business interests to assist them in selecting a future career in business. The Business Career degree program differs from the Business Transfer degree program in the area of mathematics. The Business Career option requires students to complete Algebra II, while the Business Transfer option includes Precalculus I and II as a graduation requirement. Also, the Business Career degree program includes many Business elective requirements, while the Business Transfer degree program includes many general education electives.

Special Requirements: Additional coursework may be required based on college placement testing. Students are urged to meet with their advisor for proper course sequencing.