



# BUSINESS ADMINISTRATION CAREER • Associate in Science

BEDFORD CAMPUS AND LOWELL CAMPUS - DAY AND EVENING

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
___	BUS 110	Introduction to Business	3	ENG 060 or higher placement
___	BUS 120	Introduction to Accounting I	3	MAT 060 and ENG 060 or higher placement. Corequisite: MAT 070
___	BUS 220	Introduction to Accounting II	3	BUS 120
<b>Choose two of the following (6 credits):</b>			<b>6</b>	
___	BUS 210	Principles of Management		BUS 110 or* and eligible for ENG 101
___	BUS 222	Introduction to Finance		BUS 120
___	BUS 240	Principles of Marketing		BUS 110 or *
___	BUS 321	Intermediate Accounting I		BUS 220 or BUS 320
___	BUS 322	Intermediate Accounting II		BUS 321
___	CAP 101	Microcomputer Applications	3	ENG 060 or higher placement and either taking, having successfully completed or tested out of ENG 071 and MAT 070
___	BUS ___	Business elective	3	
___	BUS ___	Business elective	3	
___	BUS ___	Business elective <b>or</b>		
___	CAP ___	Computer Applications elective** <b>or</b>		
___	ITC 125	Introduction to Web Publishing	3	ENG 060 or higher placement, CAP 101 or equivalent experience and current enrollment in, placement above or successful completion of ENG 071
___	BUS ___	Business elective <b>or</b>		
___	CAP ___	Computer Applications elective** <b>or</b>		
___	ITC 125	Introduction to Web Publishing	3	ENG 060 or higher placement, CAP 101 or equivalent experience and current enrollment in, placement above or successful completion of ENG 071
___	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
___	ENG 102	English Composition II: An Introduction to Literature	3	ENG 101
___	ECO 140	Principles of Macroeconomics	3	MAT 070 and eligible for ENG 101; ENG 060 or higher placement
___	ECO 150	Principles of Microeconomics	3	ECO 140
___	LGL 102	Business Law <b>or</b>		
___	LGL 130	Legal Environment of Business	3	
___	___	Behavioral Science elective	3	
___	___	Humanities elective	3	
___	___	Mathematics elective***	3	
___	___	Science elective	3-4	
___	___	Elective****	3	
			<b>60 - 61</b>	

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

\*Permission of instructor

\*\*CAP 100 will not satisfy this requirement

\*\*\*Must be above MAT 070

\*\*\*\*If math, must be above MAT 070

## 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 prepares students to go directly into the workforce, while the Business Administration Transfer Option prepares students to transfer to a bachelor program.

## Program Outcomes:

Graduates of the Business Administration Career Option program are prepared to:

- Demonstrate knowledge of the practice of business, including management, marketing and accounting, and the applications of these topics in the business environment;
- Think critically, articulate and explain various business concepts and apply these concepts to solve common business problems;
- Communicate effectively using written, oral and nonverbal techniques, including the use of technology in the gathering and presentation of information;
- Recognize the presence of various cultures and have a global perspective when analyzing and planning in business;
- Demonstrate their knowledge of ethics and social responsibility, and how business integrates this into their ongoing operations.