

BUSINESS ADMINISTRATION, Associate in Science Degree - 1026

Business Studies Department

The Business Administration AS degree is a general transfer program for the student who plans to pursue a bachelor's degree in accounting, entrepreneurship, economics, finance, human resource management, information systems, management, marketing, organizational leadership, supply-chain management, or a related field. Since the requirements of bachelor degree institutions vary widely, it is essential to choose an intended transfer institution as soon as possible and carefully follow the program prescribed in that college's catalog. Students who complete HACC's Business Administration AS degree are to be admitted at the Junior-level to any institution participating in Pennsylvania's statewide college credit transfer system. The Business Administration AS degree is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Since 1992, ACBSP is the only nationally recognized organization that grants regional accreditation to two- and four-year college and universities. The complete program is available at all of HACC's campus locations, as well as through Virtual Learning.

Transfer Opportunities

This transfer curriculum is provided as a guide for students planning to transfer to a baccalaureate degree granting institution.

Competency Profile

This curriculum is designed to prepare students to:

- Prepare and deliver oral and written presentations on business concepts
- Utilize various methods of collecting, processing, and analyzing information to complete assignments and make informed decisions
- Describe the effects of legal and ethical forces on an organization's decision-making
- Provide information on the impact of legal, economic, and financial decisions on various areas within an organization
- Demonstrate how economic information supports and influences decisions by management, marketing, finance, and business law
- Complete classroom learning activities that require interacting as groups
- Explain that there are cultural differences in business practices
- Use the appropriate software and technologies, including Word, Excel, and Power Point, to complete various assignments
- Use library resources to access and extract information from online databases appropriate for business

PROGRAM REQUIREMENTS (TOTAL CREDITS = 62)

| General Education | | Major Requirements | | Other Required Courses | |
|---|-----|--|-----|---|----|
| ENGL 101 English Composition I | 3 | ACCT 101 Principles of Accounting I | 4 | CIS 105 Introduction to Software for Business | 3 |
| ENGL 102 English Composition II (or) | 3 | ACCT 200 Principles of Accounting II | 4 | Transfer Electives** | 9 |
| ENGL 106 Business Writing | (3) | BUSI 201 Business Law I (or) | 3 | | 12 |
| COMM 101 Effective Speaking | 3 | BUSI 209 Legal Environment of Business | (3) | | |
| Humanities & Arts Elective | 3 | ECON 202 Microeconomics | 3 | | |
| Social & Behavioral Science Elective (ECON 201) | 3 | MGMT 201 Principles of Management | 3 | | |
| Mathematics Elective (MATH 110)* | 4 | MKTG 201 Principles of Marketing | 3 | | |
| Math or Science Elective (MATH 202) | 4 | | 20 | | |
| Science w/ a Lab Elective | 3 | | | | |
| First-Year-Seminar Elective (BUSI 101) | 3 | | | | |
| Wellness | 1 | | | | |
| | 30 | | | | |

*MATH 103 is the prerequisite for MATH 110; Students may test out of MATH 103 or include it as a transfer elective.

**Students are to select transfer electives that are appropriate for their intended transfer institution.

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part time students can complete this program by taking one or more courses each semester.

| Fall Semester I | | Spring Semester I | | Fall Semester II | | Spring Semester II | |
|-----------------|---|------------------------------------|---|-----------------------|---|--------------------------|---|
| CIS 105 | 3 | BUSI 201 or 209 | 3 | ACCT 101 | 4 | ACCT 200 | 4 |
| COMM 101 | 3 | ENGL 102 or 106 | 3 | ECON 202 | 3 | Humanities/Arts Elective | 3 |
| ENGL 101 | 3 | MGMT 201 | 3 | MKTG 201 | 3 | Mathematics Elective | 4 |
| FYS Elective | 3 | Social/Behavioral Science Elective | 3 | Math/Science Elective | 4 | Science w/ Lab Elective | 3 |
| Wellness | 1 | Transfer Elective | 3 | Transfer Elective | 3 | Transfer Elective | 3 |