

BUSINESS ADMINISTRATION

Award: Associate of Sciences Degree

No. of credits required: 65-67

Contact: For more information, contact Prof. Richard Miller, 443-412-2242, rmiller@harford.edu; or Advising, Career, and Transfer Services, 443-412-2301.

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. High school preparation should include four units of English and two units of algebra. Cooperative Education is available to students in this program as an additional means of receiving extended learning experiences related to Business Administration.

REQUIRED COURSES:

Number	Title	Credits
ACCT 101	Accounting Principles I	3
ACCT 102	Accounting Principles II	3
BA 101	Introduction to Business (6I)	3
BA 205	Business Law	
	or	
BA 246	Legal Environment of Business	3
BA 210	Business Computer Applications*	
	or	
CIS 102	Intro. to Information Sciences (6I)	3
BA 212	Internet Research	1
CMST 101	Speech Fundamentals (6I)*	
	or	
CMST 106	Business/Professional Speech	3
ECON 101	Macroeconomics (6B)	3
ECON 102	Microeconomics (6B)	3
ENG 101	English Composition (6E)	3
ENG 102	English Composition and Literature*	
	or	
ENG 109	English Composition: Research Writing*	
	or	
ENG 216	Business Communications*	3
MATH 101	College Algebra (6M)*	
	or	
MATH 109	Precalculus Mathematics (6M)*	
	or	
MATH 111	Introduction to Finite Mathematics (6M)*	3-4
MATH 216	Introduction to Statistics (6M)	4
PSY 101	General Psychology (6B)	3
Arts/Humanities Electives (A/H) (6H)*		6
See General Education Course Listings		
Bio./Phys. Lab Science Elective (6L)		4
See General Education Course Listings		
Bio./Phys. Science Elective (6S) (6L)*		3-4
See General Education Course Listings		
General Electives*		9
See General Education Course Listings		
Physical Education Elective		1
Physical Education Fitness Elective		1
Total		65-67

RECOMMENDED SEQUENCE (for 2 year completion):

First Semester	Credits	Second Semester	Credits
BA 101	3	BA 210* or CIS 102	3
BA 212	1	ECON 102	3
ECON 101	3	ENG 102* or	
ENG 101	3	ENG 109* or	
MATH 111* or		ENG 216*	3
MATH 109* or		MATH 216	4
MATH 101*	3-4	Bio/Phys Sci Elec (6S) (6L)*	
Bio/Phys Lab Sci Elec (6L)	4	or	3-4
Total 17-18		PE Elective	1
		Total 17-18	

Third Semester	Credits	Fourth Semester	Credits
ACCT 101	3	ACCT 102	3
BA 205 or BA 246	3	PSY 101	3
CMST 101* or		A/H Electives (6H)*	3
CMST 106	3	General Electives*	6
A/H elective (6H)*	3	Total 15	
General Elective*	3		
PE Fitness Elective	1		
Total 16			

* 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.

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. One option for students is the dual admissions program with University of Maryland University College, in which students may transfer to Business Administration or Human Resource Management. Interested students should contact academic advising.

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

- (6B) Behavioral/Social Science*
- (6E) English Composition
- (6H) Arts/Humanities*
- (6I) Interdisciplinary and Emerging Issues
- (6L) Biological/Physical Laboratory Science
- (6M) Mathematics
- (6S) Biological/Physical Science

*For AS, AA, and AAT degrees, Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

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 (6B), (6H), (6I) course electives from those that also appear on the approved list of diversity course graduation requirements.