

# BUSINESS: BUSINESS ADMINISTRATION (A.A.S.)

**HEGIS: 5004**  
**SUNY CODE: 0632**



The Business Administration program is designed to prepare students for a business career by providing them with the skills necessary to move into responsible entry-level management positions in public and private industry. The curriculum provides an overview of business operations necessary for today's manager. Graduates are prepared to:

- Understand fundamentals of accounting, marketing and computer technology
- Deal effectively with employee relations issues
- Work with basic computer software packages
- Apply management theory to practical case problems
- Communicate effectively in a business environment

## Career Opportunities

Graduates of this program have moved into entry-level management positions in local and national companies. A student pursuing a degree in this program may, after consultation with an academic advisor, select course(s) to prepare for career or transfer plans.

		1st Year			
1st Semester	Credits	2nd Semester	Credits		
<b>BU 111 Business Organization &amp; Management</b>	3	<b>BU 115 Accounting II</b>	3		
<b>BU 114 Accounting I</b>	4	<b>BU 141 Introduction to Marketing</b>	3		
<b>EN 111 English I</b>	3	<b>EN 112 English II</b>	3		
<b>FS 100 Freshman Seminar</b>	1	<b>IS 115 Computer Software Applications I</b>	3		
<b>IS 111 Keyboarding Essentials</b>	1	<b>Mathematics Elective</b>	3		
<b>Science Elective</b>	3	<b>Social Science Elective</b>	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>18</b>		

		2nd Year			
3rd Semester	Credits	4th Semester	Credits		
<b>BU 112 Business Communications</b>	3	<b>BU 121 Business Law I</b>	3		
<b>BU 232 Principles of Management</b>	3	<b>BU 233 Business Applications and Strategies</b>	3		
<b>BU 251 Human Resource Management</b>	3	<b>BU 256 Labor Relations</b>	3		
<b>SS 185 Introduction to Macroeconomics</b>	3	<b>Business Elective</b>	3		
<b>Elective</b>	3	<b>Elective</b>	3		
<b>Physical Education Activity</b>	1	<b>Physical Education Activity</b>	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>		

*65 Credits Required  
for the  
Associate in Applied Science Degree*

For more information, contact the Business and Information Technology Division at (315) 866-0300 or toll free 1-888-GO-4-HCCC, ext. 8240.

**This program is Internet accessible and may be completed entirely online.**  
**For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**