

# BUSINESS: BUSINESS ADMINISTRATION (A.S.)

**HEGIS: 5004**  
**SUNY CODE: 0671**



The Business Administration program is designed to provide a strong foundation for employment in business and to prepare the student for transfer to a four-year program. This program will provide a core of courses that will enable the student to view the total picture of general management. Graduates are prepared to:

- Understand the basic principles of management
- Understand fundamentals of accounting, marketing and computer technology
- Work with basic computer software packages
- Comprehend the business legal environment
- Communicate effectively in a business environment

## Transfer Information

Successful graduates of this program have transferred into business programs at Syracuse University, SUNY Colleges, Rochester Institute of Technology and other four-year public and private institutions.

1st Semester		Credits	2nd Semester		Credits
<b>BU 111 Business Organization &amp; Management</b>		<b>3</b>	<b>BU 115 Accounting II</b>		<b>3</b>
<b>BU 114 Accounting I</b>		<b>4</b>	<b>BU 141 Introduction to Marketing</b>		<b>3</b>
<b>EN 111 English I</b>		<b>3</b>	<b>EN 112 English II</b>		<b>3</b>
<b>FS 100 Freshman Seminar</b>		<b>1</b>	<b>IS 115 Computer Software Applications I</b>		<b>3</b>
<b>IS 111 Keyboarding Essentials</b>		<b>1</b>	<b>Mathematics Elective**</b>		<b>3-4</b>
<b>Laboratory Science Elective*</b>		<b>4</b>	<b>Physical Education Activity</b>		<b>1</b>
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>16-17</b>
<b>2nd Year</b>					
3rd Semester		Credits	4th Semester		Credits
<b>BU 112 Business Communications</b>		<b>3</b>	<b>BU 122 Business Law II</b>		<b>3</b>
<b>BU 121 Business Law I</b>		<b>3</b>	<b>SS 186 Introduction to Microeconomics</b>		<b>3</b>
<b>BU 232 Principles of Management</b>		<b>3</b>	<b>Mathematics Elective**</b>		<b>3-4</b>
<b>SS 185 Introduction to Macroeconomics</b>		<b>3</b>	<b>Arts Selective++</b>		<b>3</b>
<b>American History Selective+</b>		<b>3</b>	<b>Elective</b>		<b>3</b>
<b>Physical Education Activity</b>		<b>1</b>			
	<b>Total</b>	<b>16</b>		<b>Total</b>	<b>15-16</b>

*63-65 Credits Required  
for the  
Associate in Science Degree*

Students should consult with their academic advisor for appropriate course selections.

\*Laboratory Science Electives: Select from Natural Science category of approved General Education courses.

\*\*MA 127 or higher: Select from MA 127, MA 128, MA 130, MA 132, MA 141, MA 245 or MA 246.

+ American History Selective: Select from SS 121, SS 122, or SS 141.

++ The Arts Selective: Select (1) EN 123, EN 133, EN 136, EN 137, EN 214, EN 231, EN 236, EN 246, EN 251, HU 111, HU 112, HU 113, HU 114, HU 115, HU 140, HU 146, HU 161, HU 211, HU 212.

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 complies with the State University General Education requirement.  
 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)**