

**BUSINESS ADMINISTRATION-CAREER OPTION – B026**  
**A.S. in Business Administration**

Program Information Contact: Kelly O'Connor, 552-2315, [koconnor@hcc.edu](mailto:koconnor@hcc.edu)

Online Information Contact: Gloria DeFillipo, Dean of Distance Education, 552-2236;  
 gdefillipo@hcc.edu

E-Institute: <http://webtide.hccd.edu> Courses in red not offered online.

The Business Administration career option focuses on general business and prepares students for entry-level managerial positions within various types of organizations. This business college degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). HCC is the only community college in Massachusetts with this certification.

<b>Term/Grade</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Course Credits</b>
<b>GENERAL EDUCATION REQUIREMENTS</b>			<b>24-27</b>
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	ECN 101	Principles of Economics I	3
_____	ECN 102	Principles of Economics II	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
_____	_____	Social Science Elective (B) _____	3
_____	_____	Math Elective _____	3-4
<b>PROGRAM REQUIREMENTS</b>			<b>20</b>
_____	ACC 111	Principles of Accounting I	4
_____	ACC 112	Principles of Accounting II	4
_____	LAW 211	Business Law	3
_____	BUS 112	Professional Etiquette	1
_____	BUS 245	Introduction to International Business	3
_____	MGT 230	Principles of Management	3
_____	MKT 240	Principles of Marketing	3
<b>PROGRAM ELECTIVES</b>			<b>13-19</b>
_____	_____	Business Electives <sup>1</sup> _____	3
_____	_____	Business Electives <sup>1</sup> _____	3
_____	_____	Business Electives <sup>1</sup> _____	3
_____	_____	General Electives <sup>2</sup> _____	3
_____	_____	General Electives <sup>2</sup> _____	3
_____	_____	Introductory Computer Course <sup>3</sup> _____	3-4
<b>Total Credits</b>			<b>60</b>

**NOTES:**

<sup>1</sup> Students transferring to Bay Path College should take BUS 245 instead of ACC 205.

<sup>2</sup> Students transferring under the Transfer Compact to UMass Amherst or any other Massachusetts State college or university MUST take nine (9) credits of Humanities (C) courses.

<sup>3</sup> Select from: ACC, BUS, CSI, HCA, LAW, MGT, MKT, SEC, SPO. Students should check with their academic advisor to be sure that their choices will transfer to their selected institutions.

<sup>4</sup> Select from MTH 160 (D), MTH 162(D), MTH 111(D), MTH 112(D), or MTH 142(D). Students will not receive credit for both MTH 162 and MTH 111.

Students are advised to confer with the Transfer Coordinator or their academic advisor, as transfer institutions periodically change math requirements.

Students planning to attend a transfer institution listed below MUST take that institution's required math courses as indicated:

UMass Amherst: MTH 162 and MTH 142

Westfield State College: MTH 160 and MTH 162; student should also take MTH 142 as the general elective

Western New England College: MTH 142 and MTH 160

Salem State College: MTH 160 and MTH 162

Elms College: MTH 142 and student's choice of MTH 160, 162, 111, or 112

Bryant University: MTH 160 and MTH 162

Bay Path College: MTH 104 and MTH 142

American International College: MTH 160 and MTH 142

**NOTE:** MTH 162 has MTH 104 or adequate score on math placement test as a pre-requisite.

Students transferring to Bryant University, Salem State College, UMass Amherst or Westfield State College who do not place into MTH 162 should therefore take MTH 104 as the general elective.