

# BUSINESS ADMINISTRATION

## Associate of Science Degree

### Quincy College | Academic Division of Professional Programs

#### Program Description

The Business Administration program provides students the opportunity to develop various key skills essential for success in the business world or in an entrepreneurial endeavor. Students will explore the fundamentals of business using critical thinking, analysis, and communication skills. The purpose of the program is to prepare students for operational business positions, as well as allowing students to continue their education into a baccalaureate degree program.

#### Program Outcomes

At the completion of this program, the student should be able to:

- Communicate effectively using interpersonal, intercultural, and general communication skills.
- Interpret the impact of economic variables on individuals, businesses, and society.
- Analyze financial statements.
- Assess business strategies and construct a strategic business plan.
- Evaluate the effect globalization has on U.S. based businesses.

#### ADDITIONAL INFORMATION

(\*) Indicates course requires the completion of a prerequisite.

**For program electives students may choose any 3 courses (9 credits) with a course prefix of: BUS, FIN, MGT, MKT.  
BUS 222 Strongly Recommended**

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall

S=Class is only offered in the Spring

#### Course / Credit Information

| General Education Requirements 25 Credits | Credits   |
|-------------------------------------------|-----------|
| Computer Science                          | 3 credits |
| ENG 101 English Composition I             | 3 credits |
| ENG 102 English Composition II*           | 3 credits |
| History/Government                        | 3 credits |
| IDS 167 First Year Seminar                | 3 credits |
| Math MAT 101 Permitted                    | 3 credits |
| Natural Science w/ Lab                    | 4 credits |
| Social Science/Psychology                 | 3 credits |

| Program Requirements – 36 credits total | Credits   |
|-----------------------------------------|-----------|
| ACC 101 Accounting I                    | 3 credits |
| ACC 102 Accounting II*                  | 3 credits |
| BUS 101 Fundamentals of Business        | 3 credits |
| BUS 211 International Business          | 3 credits |
| ECO 201 Microeconomics                  | 3 credits |
| ECO 202 Macroeconomics                  | 3 credits |
| MAT 107 Statistics                      | 3 credits |
| Open Electives                          | 6 credits |
| Program Electives                       | 9 credits |

**Total credits required for graduation 61 credits**

| Program Electives                                     | Credits   |
|-------------------------------------------------------|-----------|
| BUS 202 Principles of Customer Service (F)            | 3 credits |
| BUS 220 Business Ethics                               | 3 credits |
| MGT 330 Managerial Communications* (F)                | 3 credits |
| FIN 202 Health Care Finance (F)                       | 3 credits |
| FIN 215 Investments (S)                               | 3 credits |
| FIN 320 Principles of Finance*                        | 3 credits |
| MGT 201 Principles of Management                      | 3 credits |
| MGT 202 Sales Management (S)                          | 3 credits |
| MGT 203 Human Resources Management (S)                | 3 credits |
| MGT 230 Entrepreneurship & Small Bus. Management* (S) | 3 credits |
| MGT 235 Financing a Small Business (F)                | 3 credits |
| MKT 201 Principles of Advertising* (S)                | 3 credits |
| MKT 202 Principles of Marketing* (F)                  | 3 credits |
| MKT 330 Social Media Marketing (S)                    | 3 credits |
| EXP 297 Internship I                                  | 3 credits |

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### COURSE FLOW

| Semester 1                       | Credits           | Pre-Requisites |
|----------------------------------|-------------------|----------------|
| ACC 101 Accounting I             | 3 credits         |                |
| BUS 101 Fundamentals of Business | 3 credits         |                |
| Computer Science                 | 3 credits         |                |
| ENG 101 English Composition I    | 3 credits         |                |
| IDS 167 First Year Seminar       | 3 credits         |                |
| <b>Total</b>                     | <b>15 credits</b> |                |

| Semester 2                     | Credits           | Pre-Requisites |
|--------------------------------|-------------------|----------------|
| ACC 102 Accounting II          | 3 credits         | ACC 101        |
| BUS 211 International Business | 3 credits         |                |
| ENG 102 English Composition II | 3 credits         | ENG 101        |
| Open Elective                  | 3 credits         |                |
| Math                           | 3 credits         |                |
| <b>Total</b>                   | <b>15 credits</b> |                |

| Semester 3             | Credits           | Pre-Requisites |
|------------------------|-------------------|----------------|
| ECO 202 Macroeconomics | 3 credits         |                |
| History/Government     | 3 credits         |                |
| Open Elective          | 3 credits         |                |
| Natural Science w/ Lab | 4 credits         |                |
| Program Elective       | 3 credits         |                |
| <b>Total</b>           | <b>16 credits</b> |                |

| Semester 4                | Credits           | Pre-Requisites |
|---------------------------|-------------------|----------------|
| ECO 201 Microeconomics    | 3 credits         |                |
| MAT 107 Statistics        | 3 credits         |                |
| Program Elective          | 3 credits         |                |
| Program Elective          | 3 credits         |                |
| Social Science/Psychology | 3 credits         |                |
| <b>Total</b>              | <b>15 credits</b> |                |

### Semester Path

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

### Student Resources

#### Academic Advising

617-984-1720

#### Dean's Office of Liberal Arts & Professional Programs

617-405-5920

#### Dean's Office of Allied Health & Natural Science

617-405-5960

#### Dean's Office of Nursing

617-405-5990

#### Financial Aid Office

617-984-1620

#### Registrar's Office

617-984-1650

#### Student Accessibility and Academic Support Services

617-405-5915