



Business Administration

Associate Degree Program



About

The Associate in Science Degree in **Business Administration** emphasizes broad business competencies in management, finance, marketing, human resources, economics, and technology. All of these competencies are needed in industry, nonprofit, and service organizations. The study of Business Administration focuses on how organizations develop and use strategies to compete in national and global arenas within the increasingly complex and changing socio-cultural, political/legal, economic, and technological environment.

Students in the program are encouraged to relate theoretical learning to practice and establish bridges between the classroom and the work environments. The Associate in Science Degree in Business Administration provides the framework needed for successful careers in high-tech industries, manufacturing, banking and finance, health care, communications, service industries, risk management & insurance, sports management and nonprofit organizations.

The Business Administration degree is designed to provide students with options that enhance transfer to four-year institutions or pursue employment upon completion of the program. Students choosing the A.S. in Business Administration have 21 elective credits which they may choose from liberal arts courses and/or business courses in leadership & management, sales & digital marketing, risk management & insurance and sports management. The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) which supports transfers to many four year institutions.

Students will be able to:

- Know the fundamentals of theory and practices in Business Administration.
- Demonstrate written and oral proficiency in business communications.
- Understand the foundations and importance of business ethics and social responsibility.
- Be able to transfer to a four-year college or university with a solid management and overall business studies foundation.
- Be prepared to enter the workforce with entry-level skills for Business Administration.
- Possess a solid curricular foundation for transfer.
- Understand the need for life-long learning to help ensure employability.
- Demonstrate competency in fundamental areas of business: Accounting, finance, technology, and economics.
- Possess an understanding of cross-cultural and global issues, and sensitivity to diversity and other cultures.
- Demonstrate information literacy through research skills and the use of technology.
- Demonstrate proficiency in critical thinking, analysis, reasoning, questioning and quantitative skills.

How Much Can I Expect to Earn?

To learn more about potential earnings visit:

Bureau of Labor Statistics

Occupational Outlook Handbook

www.bls.gov/oco

Why Business Administration at Great Bay?

- The Business Administration Program is accredited by the Accrediting Council of Business Schools and Programs (ACBSP), an internationally recognized business school accreditation organization. It holds high standards, which ensure an equally high level of education in its family of schools and colleges.
- The Business Administration Program supports transfer with direct paths to UNH and SNHU, through our articulation agreements.
- Dedicated faculty members with deep experience in a range of professional business settings.



Great Bay
Community College

320 Corporate Drive. Portsmouth, NH 03801
603.427.7600



Student Name: _____

Student ID #: _____

Beginning Semester: _____



YOUR PATHWAY TO AN ASSOCIATE DEGREE

This **ACADEMIC MAP** keeps you on track to graduate in two years

DEGREE PROGRAM

Year 1: Fall Semester

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
FYE111G	First Year Seminar: BUS/HOSP		1			
BUS110G	Introduction to Business		3			
ACT113G	Accounting and Financial Reporting I		3			
ENG110G	College Composition I	Placement testing or a grade of C or better in Eng1099G (p)	4			
BUS114G	Management		3			
	Liberal Arts or Business Pathway Elective		3			
<i>Sub-Total</i>			17			

Year 1: Spring Semester

MATH145G/147G*	Topics in Applied College Mathematics (Plus)	Placement testing or a grade of C or better in MATH080G (p)	4-5			
CIS156G or CIS154G	Computer Applications in Business (Comprehensive)	Placement testing or CIS107G or CIS110G (p)	3-4			
Lab Science Elective	Lab Science Elective		4			
ACCT123G	Accounting and Financial Reporting II	ACCT113G (p)	3			
<i>Sub-Total</i>			14-16			

Year 2: Fall Semester

ECON234G	Macroeconomics		3			
Select One: CRIT150G MATH215G MATH225G	Select One: Critical Thinking Finite Math Probability and Statistics	-Placement testing or C or better in MATH145G/147G (p) -Placement testing or C or better in MATH145G/147G (p)	3 4 4			
	Liberal Arts or Business Pathway Elective		3			
	Liberal Arts or Business Pathway Elective		3			
	BUS Pathway or ACCT, ECON, MKTG or HOSP Elective	(ACCT213G for UNH Paul)	3			
<i>Sub-Total</i>			15-16			

Year 2: Spring Semester

ECON235G	Microeconomics	ECON234G (p)	3			
PHIL240G	Ethics		3			
	Liberal Arts or Business Pathway Elective		3			
	Liberal Arts or Business Pathway Elective		3			
	BUS Pathway or ACCT, ECON, MKTG or HOSP Elective	(ACCT215G for UNH Paul)	3			
<i>Sub-Total</i>			15			

*a higher level math can be accepted from the Applied Mathematics pathway.

Total Credits 61-64

SUCCESS STRATEGIES

- Take English and Math in your first semester.
- Explore Transfer opportunities.
- Consider Summer courses to catch up or get ahead.
- Check your student email daily.
- Meet with your Academic Advisor every semester.
- Take advantage of Tutoring Services.
- Maintain an overall GPA of 2.0 to graduate.



Student Name: _____

Student ID #: _____

Beginning Semester: _____



YOUR PATHWAY TO AN ASSOCIATE DEGREE
This **ACADEMIC MAP** keeps you on track to graduate in two years

SUGGESTED PATHWAYS ELECTIVES:

Pathway 1: Transfer to UNH Paul School or other universities

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
	Elective (Fine & Performing Arts Discovery)		3			
	Elective (Environment, Technology & Society Discovery)		3			
	Elective (Social or Physical Science)		3			
	Elective (World Cultures or Humanities Discovery)		3			
	Elective (Historical Perspectives Discovery)		3			
ACCT213G	Cost Accounting I	ACCT123G (p)	3			
ACCT215G	Cost Accounting II	ACCT213G (p)	3			
<i>Total</i>			21			

Pathway 2: Leadership & Management (Transfer to SNHU or other four year institution)

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
MKTG101G	Introduction to Marketing		3			
BUS210G or BUS200G	Organizational Communication or Teambuilding		3			
BUS224G or BUS116G	Human Resources Management or Organizational Behavior	-BUS114G (p)	3			
BUS208G	Leadership: Theory & Practice	BUS110G (p)	3			
BUS211G	Business Law		3			
BUS221G	Business Finance	ACCT113G and ACCT123G (p)	3			
BUS209G	Global Business	BUS110G (p)	3			
<i>Total</i>			21			

Pathway 3: Sales & Digital Marketing (Entrepreneurs, Direct-to-Career, and Transfer)

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
MKTG101G	Introduction to Marketing		3			
MKTG224G	Sales & Sales Management	MKTG101G/MKTG125G (p)	3			
MKTG201G	Business Relationship Mgmt. (Relationship Marketing)	MKTG101G/MKTG125G or HOS175G (p)	3			
BUS210G or BUS200G	Organizational Communication or Teambuilding		3			
BUS205G or BUS291G	Small Business Management or Internship	-BUS114G (p)	3			
BUS209G	Global Business	BUS110G (p)	3			
BUS282G	Capstone Research	MKTG101G/125G (p)	3			
<i>Total</i>			21			

Pathway 4: Insurance & Risk Management

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
INSR120G	Principles of Risk Management & Insurance	BUS110G (p)	3			
INSR122G	Personal Insurance	INSR120G (p)	3			
INSR123G	Commercial Insurance	INSR120G (p)	3			
INSR124G	Agency Operations	INSR120G (p)	3			
MKTG224G	Sales & Sales Management	MKTG101G/MKTG125G (p)	3			
INSR125G	Introduction to Claims	INSR120G (p)	3			
BUS291G	Internship		3			
<i>Total</i>			21			

Pathway 5: Sports Management

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
MKTG101G	Introduction to Marketing		3			
SPTS101G	Introduction to Sports Management	BUS110G (p)	3			
SPTS210G	Sports & Facilities Management	SPTS101G (p)	3			
SPTS225G	Sports Law	SPTS101G (p)	3			
HOS211G	Sports & Recreation Tourism	SPTS101G or HOS110G (p)	3			
SOCI116G	Sports & Society		3			
BUS291G	Internship		3			
<i>Total</i>			21			

SUCCESS STRATEGIES

- Take English and Math in your first semester.
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- Meet with your Academic Advisor every semester.
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- Maintain an overall GPA of 2.0 to graduate.



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Student ID #: _____

Beginning Semester: _____



YOUR PATHWAY TO AN ASSOCIATE DEGREE

This **ACADEMIC MAP** keeps you on track to graduate in two years

Summer Institute: Start in Summer, End in Summer (Part-Time Night/Online Pathway)

Year 1 – Summer Semester

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
FYE111G	First Year Seminar - BUS/HOSP		1			
ENGL110G	College Composition I	Placement testing or C or better in ENGL099G (p)	4			
MATH145G/147G*	Topics in Applied College Mathematics (Plus)	Placement testing or a grade of C or better in MATH080G (p)	4-5			

Year 1 – Fall Semester 1st Eight Weeks

BUS110G	Introduction to Business		3			
ECON234G	Macroeconomics		3			

2nd Eight Weeks

	Liberal Arts or Business Pathway Elective		3			
ECON235G	Microeconomics	ECON234G (p)	3			

Year 1 – Spring Semester - Full Semester

CIS156G or CIS154G	Computer Applications in Business (Comprehensive)	Placement testing or CIS107G or CIS110G (p)	3-4			
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1st Eight Weeks

BUS114G	Management		3			
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2nd Eight Weeks

	Liberal Arts or Business Pathway Elective		3			
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Year 2 – Summer Semester

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
Lab Science Elective	Lab Science Elective		4			
ACCT113G	Accounting & Financial Reporting I		3			

Year 2 – Fall Semester - Full Semester

ACCT123G	Accounting & Financial Reporting II	ACCT113G (p)	3			
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1st Eight Weeks

	Liberal Arts or Business Pathway Elective		3			
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2nd Eight Weeks

	BUS Pathway or ACCT, ECON, MKTG or HOSP Elective		3			
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Year 2 – Spring Semester

Select One: CRIT150G MATH215G MATH225G	Select One: Critical Thinking Finite Math Probability and Statistics	-Placement testing or C or better in MATH145G/147G (p) -Placement testing or C or better in MATH145G/147G (p)	3 4 4			
PHIL240G	Ethics		3			

Year 3 – Summer Semester

Course #	Course Name	Prerequisites (p)/ Corequisites (c)	Credits	Semester	Grade Earned	Transfer
	Liberal Arts or Business Pathway Elective		3			

1st Eight Weeks

	Liberal Arts or Business Pathway Elective		3			
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2nd Eight Weeks

	BUS Pathway or ACCT, ECON, MKTG or HOSP Elective		3			
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