

# BUSINESS ADMINISTRATION

## PROGRAM LENGTH

2 years

## CREDENTIALS/CREDITS

Associate Degree (61-62 credits)  
Management Certificate (18 credits)

## DELIVERY

In-Person, Online, 8-Week Online

## TUITION AND FEES

[NHTI.edu/tuition](https://nhti.edu/tuition)

## MORE INFO

NHTI – Concord's Community College  
31 College Drive, Concord, N.H. 03301

[NHTI.edu/program/business-administration](https://nhti.edu/program/business-administration)

603-230-4000 | 800-247-0179

[NHTIinfo@ccsnh.edu](mailto:NHTIinfo@ccsnh.edu)

## ADMISSIONS

[NHTI.edu/admissions](https://nhti.edu/admissions)

603-230-4011 | Hours: 8 a.m.-4 p.m.

[NHTIadmissions@ccsnh.edu](mailto:NHTIadmissions@ccsnh.edu)



The Business Administration program prepares you for the challenges of the dynamic business field. We offer a broad background, and our associate degree curriculum includes courses in accounting, business law, human resources, computer applications, economics, English, and math.

## Degree and Certificate Options

This program offers the Management certificate, and courses are directly applicable to an associate in science degree. Online, day, and evening courses are available, and the program is accredited by the Accreditation Council for Business Schools and Programs. Easy transfers are available to Plymouth State University, SNHU, UNH-Manchester, Granite State College, Franklin Pierce University, and Rivier University.

## Career Opportunities

Employment of management occupations is projected to grow 7 percent through 2028<sup>1</sup>. Potential jobs include customer service rep, loan officer, marketing assistant, office manager, and retail manager.

## Salary Potential

Jobs in business administration have a wide range of hourly wages. These are the averages<sup>2</sup>:

Company and enterprise management

| Mid-Range Salary | Annual Salary |
|------------------|---------------|
| \$20.82          | \$43,300      |

# Business Administration Associate of Science Curriculum

## First Year

| Course                 | Title                                       | CL | LAB | CR        |
|------------------------|---|----|-----|-----------|
| <b>Fall Semester</b>   |   |    |     |           |
| ACCT 101C              | Accounting I                                | 3  | 0   | 3         |
| BUS 101C               | Introduction to Business <sup>1</sup>       | 3  | 0   | 3         |
| ENGL 101C              | English Composition                         | 4  | 0   | 4         |
| IST 102C               | PC Applications                             | 3  | 0   | 3         |
| MATH 120C              | Quantitative Reasoning or higher-level math | 4  | 0   | 4         |
|                        |   |    |     | <b>17</b> |
| <b>Spring Semester</b> |   |    |     |           |
| ACCT 102C              | Accounting II                               | 3  | 0   | 3         |
| BUS 170                | Principles of Marketing <sup>1</sup>        | 3  | 0   | 3         |
| BUS xxx                | Business elective <sup>2</sup>              | 3  | 0   | 3         |
| ENGL 120C              | Communications or                           |    |     |           |
| ENGL xxxC              | English elective                            | 3  | 0   | 3         |
| MATH 125C              | Finite Mathematics or                       |    |     |           |
| MATH 251C              | Statistics                                  | 4  | 0   | 4         |
|                        |   |    |     | <b>16</b> |

## Second Year

|                        |  |     |   |              |
|------------------------|--|-----|---|--------------|
| <b>Fall Semester</b>   |  |     |   |              |
| ACCT 110C              | Managerial Accounting                  | 3   | 0 | 3            |
| BUS 225C               | Business Law I <sup>1</sup>            | 3   | 0 | 3            |
| BUS 270C               | Principles of Management <sup>1</sup>  | 3   | 0 | 3            |
| BUS xxxC               | Business elective <sup>2</sup>         | 3-4 | 0 | 3-4          |
| ECON 101C              | Macroeconomics or                      |     |   |              |
| ECON 102C              | Microeconomics                         | 3   | 0 | 3            |
|                        |  |     |   | <b>15-16</b> |
| <b>Spring Semester</b> |  |     |   |              |
| BUS 240C               | Small Business Management <sup>1</sup> | 3   | 0 | 3            |
| BUS 273C               | Human Resource Management <sup>1</sup> | 3   | 0 | 3            |
| XX xxxC                | Lab Science elective <sup>3</sup>      | 3   | 2 | 4            |
| XX xxxC                | Humanities/Fine Arts/Language elective | 3   | 0 | 3            |
|                        |  |     |   | <b>13</b>    |
| <b>Total Credits</b>   |  |     |   | <b>61-62</b> |

<sup>1</sup>Indicates major field course

<sup>2</sup>BUS, ACCT, or IST course that is not a required course, as well as HLTH 101C or HLTH 104C, or DCOM 105C or DCOM 150C

<sup>3</sup>BIOL 100C, CHEM 100C, and PHYS 100C do not meet the science requirement.

## NHTI - Concord's Community College

NHTI is a dynamic public institution of higher learning that provides accessible, rigorous education for students, businesses, and the community. We create pathways for lifelong learning, career advancement, and civic engagement, offering 80+ academic programs to 4,600+ students annually. NHTI is a member of the Community College System of New Hampshire and since 1969 has been accredited by the New England Commission of Higher Education, a nongovernmental, nationally recognized accrediting agency.

**NHTI.edu | 603-230-4000 | NHTIinfo@ccsnh.edu**