

Business Administration

Degree Type

Associate of Science

NHTI's Business Administration degree program helps prepare you to be part of the day-to-day challenges in the dynamic field of business. You will be given a broad background in classes taught by faculty who are or have been successful business professionals. NHTI offer a broad background including courses in accounting, business law, human resources, computer applications, economics, English, and math. Easy transfers are available.

This program can be completed entirely online or accelerated online!

Do you have questions? Contact Aaron Conn, department chair, at aconn@ccsnh.edu or 603-271-6484 x4143.

Career Information

Students who complete this program can enter into the following professions (not an inclusive list):

- Customer service representative
- Loan officer
- Marketing assistant
- Office manager
- Retail manager

Admission Requirements

Apply for this program today on our [Admissions page](#) with step-by-step instructions and enrollment pathways build just for you!

Curriculum

First Year

Fall Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT101C	Accounting and Financial Reporting I	3	0	3
BUS101C	Introduction to Business	3	0	3
	ENGL120C/COMM120C or ENGL120MC/COMM120MC	3	0	3
IST102C	PC Applications	3	0	3
	Mathematics elective (MATH 120C or higher level)	4	0	4
	Subtotal Credits	16	0	16

Spring Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT102C	Accounting and Financial Reporting II	3	0	3
BUS170C	Principles of Marketing	3	0	3
IST200C	Spreadsheets	3	0	3
	ENGL101C or ENGL101MC	4		4-4
	MATH 125C or MATH 251C	4	0	4
	Subtotal Credits	17	0	17

Second Year

Fall Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT110C	Managerial Accounting	3	0	3
BUS225C	Business Law I	3	0	3
BUS270C	Principles of Management	3	0	3
	Business elective	3	0	3
	ECON 101C or ECON 102C	3	0	3
	Subtotal Credits	15	0	15

Spring Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS240C	Small Business Management	3	0	3
BUS273C	Human Resource Management	3	0	3
	Lab Science elective	3	2	4
	Humanities/Fine Arts/Language elective	3	0	3-4
	Subtotal Credits	12-13	2	13-14

First Year – Accelerated Online

Fall Session I

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS101C	Introduction to Business	3	0	3
	ENGL120C/COMM120C or ENGL120MC/COMM120MC	3	0	3
	Subtotal Credits	6	0	6

Fall Session II

Item #	Title	Lecture Hours	Lab Hours	Credits
	Business elective	3	0	3
ENGL101C	English Composition	4	0	4
	Subtotal Credits	7	0	7

Spring Session I

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT101C	Accounting and Financial Reporting I	3	0	3
IST102C	PC Applications	3	0	3
Subtotal Credits		6	0	6

Spring Session II

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT102C	Accounting and Financial Reporting II	3	0	3
BUS170C	Principles of Marketing	3	0	3
Subtotal Credits		6	0	6

Summer Session I

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT110C	Managerial Accounting	3	0	3
MATH120C	Quantitative Reasoning	4	0	4
Subtotal Credits		7	0	7

Summer Session II

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS273C	Human Resource Management	3	0	3
MATH251C	Statistics	4	0	4
Subtotal Credits		7	0	7

Second Year – Accelerated Online

Fall Session I

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS225C	Business Law I	3	0	3
	Lab Science elective	3	2	4
Subtotal Credits		6	2	7

Fall Session II

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS270C	Principles of Management	3	0	3
	ECON 101C or ECON 102C	3	0	3
Subtotal Credits		6	0	6

Spring Session I

Item #	Title	Lecture Hours	Lab Hours	Credits
BUS240C	Small Business Management	3	0	3
	Humanities/Fine Arts/Language elective	3	0	3-4
	Subtotal Credits	6-7	0	6-7
	Total Credits			61-62

Additional Information

Accreditation

The Associate in Science in Business Administration program is accredited by the Accreditation Council for Business Schools and Programs.

Articulation Agreements

The Business program has the following articulation agreements in place: Plymouth State University, Southern NH University, UNH-Manchester, Rivier University, and New England College. Several students have also successfully transferred to other colleges such as Bentley University and Bryant University.

Program Learning Outcomes

- Students will demonstrate oral and written communications competencies across the disciplines. Students will practice standard forms of communication such as resumes, letters, and reports.
- Students will practice ethical and effective interpersonal skills in their relations with fellow students and instructors. They will demonstrate those skills in classroom and small group and workplace settings. Work experience supervisors will report satisfaction with students' skills, performance, and judgment during their internships.
- Students will demonstrate familiarity with economic and managerial concepts and quantitative controls in the business environment.
- A majority of the students who begin the program will complete the AS degree requirements within 3 years.

A majority of program graduates report satisfaction with the Business Administration education at NHTI. Of our graduates, 75% will be employed in a related field within six months of completing degree requirements or continue in a four-year degree program.