



Business Programs



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Behavioral & Social Sciences/Business Division

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Hagerstown Community College

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WHAT IS ACCOUNTING?

Accounting is the centerpiece for business. Accountants and auditors help to ensure that the nation's firms are run efficiently, its public records kept accurately, and its taxes paid properly and on time. Accountants can work independently or as part of a firm. Beyond carrying out the fundamental tasks of the occupation—preparing, analyzing, and verifying financial documents in order to provide information for clients—many accountants also offer budget analysis, financial and investment planning, information technology consulting, and limited legal services.

Public accountants perform a broad range of accounting, auditing, tax, and consulting activities for their clients, which can include corporations, governments, non-profit organi-

zations, or individuals.

WHAT IS THE EMPLOYMENT OUTLOOK FOR THIS CAREER?

Accountants and auditors held 1.2 million jobs in 2012. They worked throughout the private industry and government, but 25 percent of wage and salary accountants worked for accounting, tax preparation, bookkeeping, and payroll services firms. Accounting jobs are expected to grow steadily as the economy expands, resulting in stricter accounting and auditing regulations, and thus, more accountants (source: www.bls.gov/ooh).

WHAT DO ACCOUNTANTS EARN?

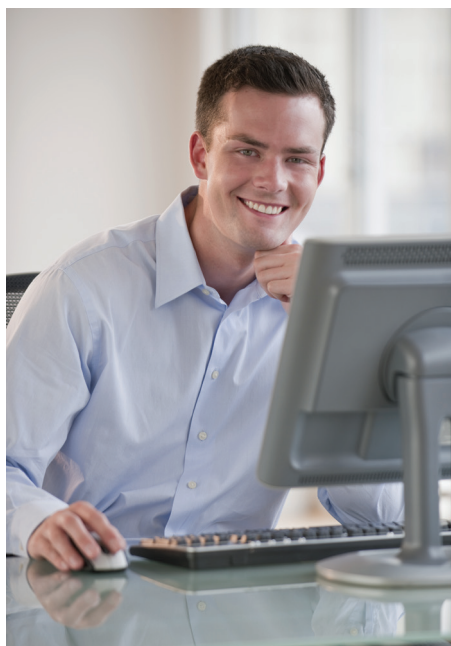
The median annual wage for accountants and auditors was \$63,550 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. Salaries will vary depending on location, size of firm, level of education, and professional credentials (source: www.bls.gov/ooh).

WHY SHOULD I COME TO HCC?

HCC is an institution that focuses on its students. Small class sizes, usually 25 students or less, allow for more student/teacher interaction. Students are afforded the opportunity to learn by experiencing work-related functions so that they may have a better understanding of what they will experience in the working world. By giving students a detailed background in the accounting field, HCC graduates will be better prepared for CPA certification.

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A.A.S. Degree**Accounting and Business****General Education Requirements****21-23 credits****Arts/Humanities**

Select from approved General Education course list 3

Behavioral/Social Sciences

ECO 201 Macroeconomic Principles..... 3

Biological/Physical Science

Select from approved General Education course list 3-4

Diversity

Select one course from approved General Education course list 3

English

ENG 101 English Composition 3

BUS 113 Business Communication..... 3

Mathematics

Select one course from approved General Education course list 3-4

Program Requirements**39 credits**

ACC 101 Principles of Accounting I 3

ACC 102 Principles of Accounting II 3

ACC 105 Income Tax Accounting I 3

ACC 201 Intermediate Accounting I 3

ACC 202 Intermediate Accounting II 3

ACC 205 Income Tax Accounting II 3

ACC 210 Managerial Accounting..... 3

BUS 104 Legal Environment of Business 3

ECO 202 Microeconomic Principles 3

IST 102 Introduction to Information Technology..... 3

IST 106 Spreadsheet Software..... 3

MGT 103 Principles of Management..... 3

MGT 203 Corporate Finance..... 3

Degree Requirement.....60

WHAT IS BUSINESS ADMINISTRATION?

The Business Administration Program prepares students to transfer into accounting, finance, marketing, management, economics, human resources, or other business-related programs at four-year institutions.

Students may go on to become accountants, financial analysts or advisors, economists, managers, bankers, researchers, public relations personnel, advertising or promotion personnel, business owners or consultants. The potential for growth and advancement is extremely high.

WHAT IS THE EMPLOYMENT OUTLOOK FOR THIS CAREER?

Job growth in business careers will continue to be strong. Out of the top 10 degrees in demand by employers, six are in business related areas (source: NACE Job Outlook 2012):

- Accounting
- Business Administration/Management
- Economics
- Finance
- Logistics/Materials Management
- Management Information Systems

WHAT ARE THE AVERAGE EARNINGS IN THE BUSINESS ADMINISTRATION FIELD?

Salary levels vary substantially depending upon the level of job or managerial responsibility, length of service, education, size of firm, location, and industry.

Business majors with bachelor's degrees will continue to experience significant increases in starting salaries, according to the *National Association of Colleges and Employers' Fall 2012 Salary Survey*.

National Average Starting Salaries by Business Major:

Economics	\$54,800
Finance	\$49,700
Marketing.....	\$49,600
Management	\$49,200
Accounting	\$47,800

WHY SHOULD I ATTEND HCC?

The Business Administration Program at HCC is a high-quality, reasonably priced route to a four-year degree in a variety of business fields. Articulation agreements with colleges in Maryland, Pennsylvania, and West Virginia, and a dual enrollment program with Shippensburg University, make it extremely easy and efficient for students to transfer from one institution to another and complete their education and business training.

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit www.hagerstowncc.edu/business.

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A.S. Degree–Transfer Program

Business Administration

General Education Requirements

31-33 credits

Note: General education requirements should be selected in consultation with a transfer advisor. These courses are dependent upon the transfer institution.

Arts/Humanities

Select two courses in different disciplines from approved General Education course list 6

Behavioral/Social Sciences

PSY 101 General Psychology 3

Select another course in a different discipline from approved General Education course list 3

Biological/Physical Science

Select two courses from approved General Education course list—one must be a laboratory course 7-8

Diversity

Select one course from the approved General Education course list 3

English

ENG 101 English Composition 3

Select another ENG course from approved General Education course list 3

Mathematics

Select one course from approved General Education course list 3-4

Program Requirements

12 credits

ACC 101 Principles of Accounting I 3

ACC 102 Principles of Accounting II 3

ECO 201 Macroeconomic Principles 3

ECO 202 Microeconomic Principles 3

Restricted Electives

6-7 credits

Select six to seven credits from the following list:

BUS 104 Legal Environment of Business (3)

MAT 109 Introduction to Statistics (3)

MAT 110 Statistics in Practice (1)

MAT 164 Calculus with Applications (3)

MAT 203 Calculus I (4)

MGT 103 Principles of Management (3)

Free Electives

8-11 credits

Electives should be selected in consultation with a transfer advisor and the transfer institution.

Degree Requirement.....60

WHAT DO MANAGERS DO?

Managers have a wide range of responsibilities depending on their organization. The competencies that an effective manager needs to develop include achieving results, providing leadership, facilitating change, and using resources efficiently and effectively. This is not done alone, but rather through working with other people. HCC's management courses provide the learning environment to develop these competencies.

WHAT CAN I DO WITH MY DEGREE?

Many students begin their college degree at HCC because of the quality of teaching, convenience, and affordable cost. Many move on to four year schools to earn their bachelor's degree.

Often managers working in local businesses, not-for-profits, and governmental agencies choose to earn their management certificate in order to prepare themselves for advancement.

WHAT DO MANAGERS EARN?

Salary varies greatly according to skill level, industry, and highest degree earned. A manager's salary can range from the mid \$40,000s to upwards of \$100,000 depending on the industry and an individual's experience and educational background. Detailed salary information and estimated earnings are available at www.bls.gov/ooh.

WHY SHOULD I COME TO HCC?

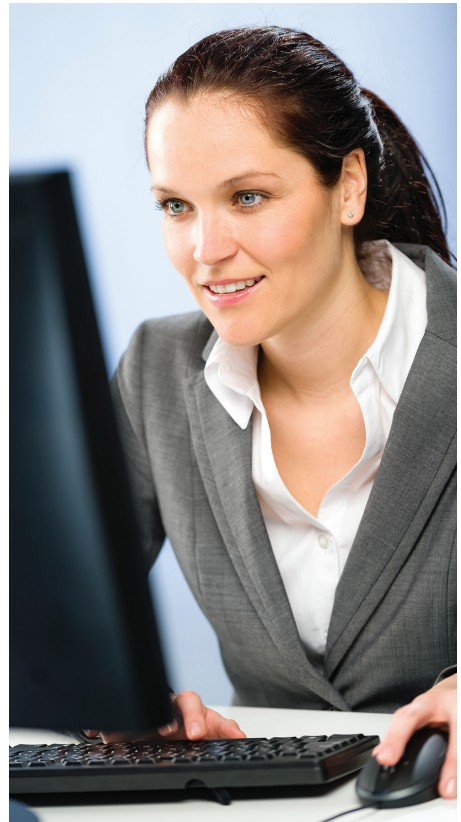
The program is designed to help you establish your management credentials. It is manageable for any part-time or full-time working student. You can start with the letter of recognition in management, then continue to earn your certificate in management. Both the letter of recognition and the certificate in management are available in online format for all courses. This builds the basis for continuing your management education and earning your A.A.S. degree in management.

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit www.hagerstowncc.edu/business.

The management certificate provides students with the opportunity to learn the concepts and principles of management as applied to either of the following options: management or marketing studies. The program is structured for students to focus on their preferred field of study or courses of interest, so that their studies may be closely related to their particular needs and may possibly be applied to higher academic objectives.

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A.A.S. Degree

Management

The management program provides managers and prospective managers with a broad educational experience designed to develop and improve management effectiveness. Students are expected to acquire basic competence in a wide range of business and management functions. They will also examine the outside forces that influence business and management, and consider the responsibilities of business and management in society. Students should consult with their academic advisors.

General Education Requirements 21-23 credits

Arts/Humanities

Select from approved General Education course list 3

Behavioral/Social Sciences

ECO 201 Macroeconomic Principles..... 3

Biological/Physical Science

Select from approved General Education course list 3-4

Diversity

Select one course from the approved General Education course list 3

English

Select two courses from the approved General Education course list 6

Mathematics

Select one course from the approved General Education course list 3-4

Program Requirements

18 credits

ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
BUS 101	Introduction to Business Organization and Management	3
BUS 104	Legal Environment of Business	3
ECO 202	Microeconomic Principles	3
MGT 103	Principles of Management	3

Free Electives

21 credits

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some suggested courses are listed below.

MAT 109	Introduction to Statistics	(3)
MAT 110	Statistics in Practice	(1)
MAT 164	Calculus with Applications	(3)
MGT 104	Marketing	(3)
MGT 203	Corporate Finance	(3)
MGT 210	Human Resources Management	(3)
SPD 103	Public Speaking	(3)

Degree Requirement.....60

Certificate Management

The certificate in management prepares students for entry-level positions in supervision and management. Employees can use this certificate program to prepare for upward mobility and/or update management and supervisory skills. Courses completed satisfactorily in this certificate program will apply to the associate in applied science management degree.

Program Requirements	3 credits
MGT 103 Principles of Management.....	3
Electives	18 credits
ACC Accounting course	(3)
BUS 101 Introduction to Business Organization and Management	(3)
BUS 113 Business Communication	(3)
OR	
SPD 103 Public Speaking	(3)
ECO Economics course	(3)
IST Information Systems Technology course	(3)
MGT Management course	(3)
Certificate Requirement	21

Letter of Recognition Management

This program provides managers and prospective managers with an understanding of basic management concepts and a more in-depth understanding of specialized management areas based on the student's interest. Courses completed satisfactorily in this program will apply to the Certificate program and to the Associate in Applied Science Management Degree.

Program Requirements	3 credits
MGT 103 Principles of Management.....	3
Electives	6 credits
Choose two courses from the following:	
ACC Accounting course	(3)
BUS Business course	(3)
BUS 113 Business Communication	(3)
OR	
SPD 103 Public Speaking	(3)
ECO Economic course	(3)
MGT Management course	(3)
Letter of Recognition Requirement	9

A.A.S. Degree Option

Management: Marketing

The Management: Marketing Program prepares students for marketing careers that are growing and will continue to expand. Students learn about the basic functions of marketing. These functions include distribution, financing, marketing information management, pricing, product/service planning, promotion, purchasing, risk management, and selling. In teaching a core marketing curriculum, academics are related to the work place; thus this program is appropriate for people seeking careers in either profit or nonprofit organizations.

General Education Requirements

21-23 credits

Arts/Humanities

Select from approved General Education course list 3

Behavioral/Social Sciences

ECO 201 Macroeconomic Principles..... 3

Biological/Physical Science

Select from approved General Education course list 3-4

Diversity

Select one course from the approved General Education course list 3

English

Select two courses from the approved General Education course list 6

Mathematics

Select one course from the approved General Education course list 3-4

Program Requirements

21 credits

ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
BUS 101	Introduction to Business Organization and Management.....	3
BUS 104	Legal Environment of Business	3
ECO 202	Microeconomic Principles	3
MGT 103	Principles of Management.....	3
MGT 104	Marketing.....	3

Restricted Electives

6 credits

Select six credits from the following list:

MGT 101	Retail Management	(3)
MGT 102	Sales.....	(3)
MGT 202	Global Marketing	(3)
MGT 218	Advertising and Public Relations	(3)
MGT 269	Internship I.....	(3)

Free Electives

10-12 credits

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some suggestions are below:

IST 102	Introduction to Information Technology.....	(3)
MAT 109	Introduction to Statistics.....	(3)
MAT 110	Statistics in Practice	(1)
MAT 164	Calculus with Applications	(3)
MGT 203	Corporate Finance.....	(3)
MGT 210	Human Resources Management.....	(3)
SPD 103	Public Speaking	(3)

Degree Requirement.....60

Certificate

Management: Marketing

The marketing option certificate outlines specialized courses in marketing for students who choose to combine instruction in college courses with work experience. This gives a strong foundation in marketing skills. Courses completed satisfactorily in this certificate program will apply to the A.A.S. in management: marketing degree. The entire certificate program is offered online.

Program Requirements			18 credits
BUS	113	Business Communication.....	3
ECO	201	Macroeconomic Principles.....	3
ECO	202	Microeconomic Principles	3
IST	102	Introduction to Information Technology	3
MGT	103	Principles of Management.....	3
MGT	104	Marketing.....	3
Certificate Requirement			18

Letter of Recognition

Management: Marketing

Completion of the letter of recognition in the marketing option of the Management Program will prepare those individuals seeking to advance or get started in a marketing field. Courses completed satisfactorily in this program will apply to the certificate program and to the A.A.S. in management: marketing degree. The entire letter of recognition program is offered online.

Program Requirements			3 credits
MGT	104	Marketing.....	3
Electives			6 credits
Choose two courses from the following:			
BUS	113	Business Communication	(3)
ECO		Economics course	(3)
MGT	103	Principles of Management	(3)
Letter of Recognition Requirement.....			9

WHAT DOES AN ADMINISTRATIVE ASSISTANT DO?

Administrative assistant positions involve activities such as being an information manager for an office, scheduling meetings and appointments, organizing and maintaining paper and electronic files, managing projects, conducting research, providing information to internal and external customers, preparing correspondence, handling travel arrangements, and using software applications. Proficiency in keyboarding, spelling, punctuation, and grammar skills is expected, along with oral communication and multitasking skills. Workplace skills include coordination, problem identification, information organization, time management, and management of financial resources.

Tests and certification for entry-level office skills are available through the International Association of Administrative Professionals and National Association of Legal Secretaries.

WHAT IS THE EMPLOYMENT OUTLOOK FOR AN ADMINISTRATIVE ASSISTANT?

The employment outlook for administrative assistants is very good. Job growth is estimated to be 12 percent each year through 2020 according to the U.S. Bureau of Labor Statistics.

Employment is available in areas such as service industries, manufacturing, finance, construction, wholesale and retail trades, real estate firms, federal, state, and local government, as well as many other areas.

WHAT ARE THE AVERAGE EARNINGS OF AN ADMINISTRATIVE ASSISTANT?

Median annual pay for administrative assistants was \$35,330 in 2012. Salaries will vary depending on location, size of firm, and level of education and experience (source: www.bls.gov/ooh).

WHY SHOULD I ATTEND HCC?

HCC offers short-term preparation for your career change and allows you to enhance office skills for entry-level positions.

Credit-by-exam testing is available for some courses. For those with long-term educational goals, most courses in this program apply to other HCC degree programs in business or technology and computer studies, and classes taken at HCC will transfer to most four-year colleges.

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit www.hagerstowncc.edu/business.

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Certificate**Administrative Assistant**

This program is for students who wish to expand their credentials beyond the administrative assistant letter of recognition and/or to expand their skills and knowledge for career purposes.

Program Requirements			21 credits
BUS	101	Introduction to Business Organization and Management	3
BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology	3
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3
MGT	103	Principles of Management	3
STU	102	Career Planning	1
OR			
STU	106	Professionalism in the Workplace	(1)
WEB	101	Web Design I	3

Certificate Requirement21

Letter of Recognition**Administrative Assistant**

This sequence of courses prepares students for employment and provides skills necessary to facilitate the flow of information within an organization. Credits earned in the sequence can be applied toward the administrative assistant certificate.

Program Requirements			11 credits
BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology	3
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3

Letter of Recognition Requirement11

WHAT RESPONSIBILITIES DO CUSTOMER SERVICE ASSISTANTS HAVE?

Customer service related positions involve activities such as operating office equipment, giving information on events and procedures, answering questions about products and services, answering business telephone inquiries, interviewing people to obtain information, and compiling and cataloging written information.

Qualifications and characteristics in both large and small organizations include broad general knowledge of products and services, interpersonal communication skills, technical expertise related to products sold and serviced, positive customer-focused “can-do” attitude, as well as initiative, motivation, integrity, team spirit, excellent time management skills, and conflict resolution skills.

Certification testing is available through the International Customer Service Association.

WHAT IS THE EMPLOYMENT OUTLOOK?

The customer service employment outlook is good. Growth is estimated to be 15 percent each year according to the U.S. Bureau of Labor Statistics.

Locally, employment is available in call/contact centers, health care services, personal services, retail businesses, help desks, travel, telecommunications, insurance, tourism, government, financial services, real estate, and more.

WHAT ARE THE AVERAGE EARNINGS?

The median annual pay for customer service representatives was \$30,580 in 2012. Salaries will vary depending on location, size of firm, and level of education and experience (source: www.bls.gov/ooh).

WHY SHOULD I ATTEND HCC?

HCC offers a wide variety of business courses that are suited to helping students get a head start into the customer service field. The courses offered at HCC cover everything from basic keyboarding and word processing skills to management and marketing classes designed to help students learn how to manage and work with people effectively. This program is especially beneficial in helping students expand their skills and abilities beyond the administrative assistant letter of recognition.

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Letter of Recognition

Customer Service Assistant

This sequence of courses is for students who need to communicate effectively with business clients in a variety of ways and assist businesses with quality customer service.

Program Requirements			11 credits
BUS	101	Introduction to Business Organization and Management.....	3
BUS	145	Customer Service.....	1
IST	101	Basic Keyboarding.....	1
IST	102	Introduction to Information Technology.....	3
IST	105	Fundamentals of Word Processing	3
Letter of Recognition Requirement			1



HCC's Business Division offers several courses as well as full programs online.

Online Courses

ACC	101	Principles of Accounting I
ACC	102	Principles of Accounting II
ACC	210	Managerial Accounting
BUS	101	Introduction to Business Organization and Management
BUS	104	Legal Environment of Business
BUS	113	Business Communication
BUS	145	Customer Service
ECO	201	Macroeconomic Principles
ECO	202	Microeconomic Principles
MGT	103	Principles of Management
MGT	104	Marketing
MGT	101	Retail Management
MGT	105	Personal Finance
MGT	203	Corporate Finance
MGT	218	Advertising and Public Relations

100 Percent Online Programs

Associate Degrees (two-year programs)

- A.S. Business Administration
- A.A.S. Management
- A.A.S. Management, Marketing Option

Certificates

- Administrative Assistant
- Management
- Management: Marketing

Letters of Recognition

- Administrative Assistant
- Customer Service Assistant
- Management
- Management: Marketing

80 Percent Online Programs

The following programs offer 80 percent of their classes online. Additional program requirements will need to be taken in person on the HCC campus.

Associate Degrees (two-year programs)

- A.A.S. Accounting and Business

SUCCESS TIPS FOR ONLINE STUDENTS

Take responsibility for your learning

Successful online students are self-motivated, self-disciplined, and are able to learn and work independently. Taking an online course requires you to teach yourself with the online tools made available for your learning.

Don't procrastinate

Online courses have a schedule and due dates for assignments. Allow yourself enough time to get the reading and the assignments completed and submitted by the deadline. Don't wait until the last minute – you never know when you'll run into a technical problem.

Have a back-up plan in place in case of technical problems

Be prepared for technical problems with your computer or Internet access by creating a back-up plan. Remember that there are computers available on the HCC campus and at public libraries in case you need them.

Check Moodle and your HCC email account daily

You are encouraged to check your student email, Moodle, and any other course sites (such as MyLab) every day for reminders, updates, or changes to the class schedule.

Seek help if you encounter problems

There is help available if you're having trouble in your course. Contact HCC's Distance Learning Department at distlearn@hagerstowncc.edu if you experience technical issues. Contact the Learning Support Center at lsc@hagerstowncc.edu for tutoring and other academic assistance.



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