



# Business Administration

## *ASSOCIATE DEGREE*

### OVERVIEW

An associate's degree in business administration prepares graduates to begin or advance their careers in the business world. This program provides the student with the basic general business knowledge necessary for the start of a business career, and it provides the student with the preliminary knowledge required for transfer to a more specialized four-year business major.

### RELATED CAREERS

Business Operations Specialist  
Buyers and Purchasing Agents  
Fundraisers  
Management Analyst  
Meeting, Convention & Event Planners  
Supervisor of Retail Sales Workers  
Insurance Sales Agents  
Sales Representatives  
Administrative Assistant  
Bank Teller

**For the latest salary and career  
information please visit:  
[onetonline.org](http://onetonline.org)**

### CAREER READINESS SKILLS

#### Critical Thinking/Problem-Solving

Form creative decisions by interpreting information, opinions and data.

#### Oral/Written Communication

Explain thoughts and ideas effectively to people inside and outside the organization.

#### Teamwork

Work efficiently with diverse groups; the ability to negotiate and manage conflict maturely.

#### Digital Technology

Demonstrate adaptability to new emerging technology to achieve goals.

#### Leadership

Leverage the strength of others to achieve common goals, as well as prioritizing and delegating work.

#### Professionalism

Recognizing the significance of time, tasks, appearance and accountability.

#### Career Management

Understand how to self-advocate for opportunities, while identifying areas necessary for professional growth.

#### Global Perspective

Openness, inclusiveness, and sensitivity to people of diverse backgrounds and lifestyles.

**CAMPUS CONTACT FOR THIS PROGRAM:**  
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*HCC is an Achieving the Dream Leader College, ranked by the Aspen Institute among nation's top 150 community colleges.*



**HOUSATONIC**  
COMMUNITY COLLEGE



## THE SMART PLACE TO START— ACADEMICALLY AND FINANCIALLY!

HCC's low tuition plus financial aid opportunities help make a high-quality education affordable. You could qualify for federal grants, workforce grants, scholarships, and more. Learn more about financial aid online at [www.housatonic.edu/finaid](http://www.housatonic.edu/finaid) or call 203.332.5047.

## APPLY TODAY!

To learn more about HCC, visit us on the web at [www.housatonic.edu](http://www.housatonic.edu). Apply today online or contact the Admissions Office at 202.332.5100 to schedule a visit.

## SUGGESTED SEQUENCE OF COURSES

Prerequisite or parallel courses may be required. Please check individual course descriptions for details.

### BUSINESS ADMINISTRATION ASSOCIATE DEGREE

#### Freshman Year

ENG* E101 – Composition	3 credits
Elective (MATH) - Mathematics	3-4 credits <sup>1</sup>
BBG* E101 - Introduction to Business	3 credits <sup>2</sup>
or BES* E118 - <i>Small Business Management</i> (3 credits)	
ACC* E113 - Principles of Financial Accounting	3 credits
BBG* E215 - Global Business	3 credits
ENG* E102 - Literature & Composition	3 credits
or Elective (WRIX) - <i>Written Communication in English II</i> (3 credits)	
CSA* E105 - Introduction to Software Applications	3 credits
BMK* E201 - Principles of Marketing	3 credits
ACC* E117 - Principles of Managerial Accounting	3 credits
Elective (SOCX) - Social Phenomena I	3 credits

#### Sophomore Year

Elective (AESX) - Aesthetic Dimensions	3 credits
BFN* E201 - Principles of Finance	3 credits
BBG* E231 - Business Law I	3 credits
Elective (BUS) - Business	3 credits <sup>3</sup>
Elective (SCKX) - Scientific Knowledge & Understanding	3-4 credits <sup>4</sup>
BMG* E202 - Principles of Management	3 credits
or BMG* E210 - <i>Organizational Behavior</i> (3 credits)	
BBG* E210 - Business Communication	3 credits
Elective (BUS) - Business	3 credits <sup>3</sup>
ECN* E101 - Principles of Macro-Economics	3 credits
or ECN* E102 - <i>Principles of Micro-Economics</i> (3 credits)	
Elective (BUS) - Business	3 credits <sup>3</sup>

**Total Credits: 60 - 62**

<sup>1</sup> MAT\* E137 or higher.

<sup>2</sup> Alternate may not be taken as a Business elective.

<sup>3</sup> Business electives should be selected in consultation with a Business advisor. Business electives may be chosen from Accounting, Business, Computer Science, alternate Economics course, and Business Office Technology.

<sup>4</sup> Students desiring to transfer to a 4-year school should take a 4 credit laboratory science.