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.

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.

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

HCC is an Achieving the Dream Leader College, ranked by the Aspen Institute among nation’s top 150 community colleges.
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\(^1\)
BBG* E101 - Introduction to Business 3 credits\(^2\)
   or BES* E118 - Small Business Management (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) - Written Communication in English II (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\(^3\)
Elective (SCKX) - Scientific Knowledge & Understanding 3-4 credits\(^4\)
BMG* E202 - Principles of Management 3 credits
   or BMG* E210 - Organizational Behavior (3 credits)
BBG* E210 - Business Communication 3 credits
Elective (BUS) - Business 3 credits\(^5\)
BMG* E202 - Principles of Micro-Economics (3 credits)
   or ECN* E101 - Principles of Macro-Economics 3 credits
Elective (BUS) - Business 3 credits\(^6\)

Total Credits: 60 - 62

\(^1\) MAT* E137 or higher.
\(^2\) Alternate may not be taken as a Business elective.
\(^3\) 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.
\(^4\) Students desiring to transfer to a 4-year school should take a 4 credit laboratory science.

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 or call 203.332.5047.

APPLY TODAY!
To learn more about HCC, visit us on the web at www.housatonic.edu. Apply today online or contact the Admissions Office at 202.332.5100 to schedule a visit.