

**Highland Community College Suggested Program of Study
Business Administration (Associates in Arts)**

The Business Administration program is designed to prepare individuals for a diversified rather than a specialized program in business. This program requires a study of every major sector of business activity. Emphasis is placed on creative thinking that will prepare the student for today's employment.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS 130	Microcomputer Applications I*	3
COL 103	College Success and Orientation	1
ENG 101	College English I	3
ENG 102	College English II	3
SP 106	Public Speaking	3
MAT 104	College Algebra	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
	Humanities Elective	3
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS 203	Macroeconomics	3
	Social Science Elective	3
	Social Science Elective	3
<u>Natural & Physical Science</u>		
	Science w/Lab	5
	Science Elective	3
<u>Electives</u>		
BUS 103	Accounting I	3
BUS 175	Strategic Communications	3
BUS 204	Microeconomics	3
BUS 205	Business Law	3
MAT 203	Basic Statistics	3
	Technical Electives	5

Suggested technical electives: BUS105 Accounting II, BUS125 Human Resources, BUS213 Business Communications, BUS230 Entrepreneurship, BUS201 Principles of Management, or BUS210 Marketing.

*Preferred course that satisfies the computer literacy requirement.

Potential Employment Applications of Degree

Business Administration graduates use the broad background of training for managing a business of their own or to enter a large business, which maintains its own specialized training program.