

**Highland Community College Suggested Program of Study
Business Education (Associate in Arts)**

The Business Administration program is designed to provide instruction to develop and improve the business knowledge and judgment of the following: (1) individuals not presently employed who are preparing for business careers; (2) individuals presently employed who desire to upgrade their business knowledge. The program is designed to apply to the following industries: retailing, wholesaling, finance, hospitality, health care, nonprofit, real estate, insurance, construction, promotion and advertising, and transportation. This program is intended for those individuals who wish to enter the workforce.

Course Number	Course Name	Credit Hour
<u>Basic Skills</u>		
BUS130	Microcomputer Applications I*	3
COL103	College Success and Orientation	1
ENG101	College English I	3
ENG102	College English II or	
SP 101	Oral Communications** or	
SP 106	Public Speaking	3
	PE Elective	1
<u>Humanities</u>		
	Humanities Elective	3
<u>Social & Behavioral Science</u>		
BUS203	Macroeconomics*	3
<u>Mathematics or Science</u>		
MAT103	Intermediate Algebra***	3
<u>Business Administration Requirements</u>		
BUS103	Accounting I*	3
BUS105	Accounting II*	3
BUS117	Computerized Accounting*	3
BUS133	Microcomputer Applications I: Spreadsheet*	3
BUS204	Microeconomics	3
BUS213	Business Communications*	3
BUS216	Managerial Accounting	3
<u>Technical Electives</u> (must take 8 credits*)		
BUS101	Introduction to Business	3
BUS110	Records Management	3
BUS115	Business Math using Calculators	3
BUS 210	Marketing	3
BUS230	Entrepreneurship	3
<u>Open Electives</u>	Open Electives	14

* Fulfills Business Administration requirements.

**Check transferability to four-year schools.

***Preferred course to fulfill degree.

Potential Employment Applications of Degree

Business managers deal with all facets of a business: organization, personnel, record-keeping, sales, production, marketing, payroll, and other tasks.