

Business Administration (204)

ASSOCIATE OF ARTS

About Our Program

This degree is designed for students who plan to transfer to a 4-year college or university to complete a Bachelor's degree in a functional area of business including, but not limited to, Accounting, Economics, Finance, Management, Marketing, or General Business Administration. The program is intended to fulfill general education and core business course requirements to prepare students for junior-level classes in their majors.

Program Outcomes

Students who complete this program of study will:

- **Business Knowledge:** Demonstrate a working knowledge of traditional business subjects including management, marketing, accounting/finance, entrepreneurship, production/operations, economics, computer information systems, and business law.
- **Communication:** Effectively convey ideas, information, and intentions in a variety of business situations using oral, written, and electronic documentation skills.
- **Critical Thinking/Problem Solving:** Solve problems through the analysis and evaluation of data and the application of business theories and concepts.
- **Ethics:** Recommend strategies that promote ethical corporate behavior and social responsibility.
- **Technology:** Demonstrate knowledge of the digital technology tools used to support business operations.
- **Global Perspective:** Explain the socio-cultural, political-legal, and economic dimensions of global business.

Nature of Work and Employment

Because the choice of majors within Business Administration is so diverse, employment trends for all occupations cannot be listed here. Students are advised to contact the college or university that they plan to transfer to. Each college or university has different requirements. This will ensure the student gets the most updated information for their particular specialization within the business area. Some of the more popular job titles include accountants, auditors, managers, sales representatives, and financial officers.

Special Considerations

The listed coursework is a recommendation only. Students should check with a student advisor for HCC graduation requirements and specific university requirements in this major. Students must meet with an advisor to ensure that the special requirements of the department and institution they plan to transfer to are met. Colleges and universities have specific requirements for transfer students.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Vice President of Business, Technology, and Community Programs
- Rich Jacobs, Business Faculty
- Amanda Venhuizen, Student Advisor

Recommended Courses

The following are recommended courses for this major only. In order to graduate from Highland Community College, students must complete 22 semester hours of major coursework from this list in addition to the 40 semester hours of general education requirements for an Associate of Arts degree listed on page 56. For more information, please see your student advisor.

*	ACCT	213	Financial Accounting	4
*	ACCT	214	Managerial Accounting	4
*	BUSN	121	Introduction to Business	3
†*	BUSN	223	Business Law I	3
†*	BUSN	224	Business Law II	3
		-or-		
†*	BUSN	229	Legal Environment of Business	3
	BUSN	225	Personal Finance	3
*	BUSN	246	Principles of Marketing	3
*	BUSN	249	Principles of Management	3
	ECON	111	Principles of Economics I	3
	ECON	112	Principles of Economics II	3
*	INFT	180	Introduction to Information Systems	3
*	MATH	171	Finite Mathematics	4
*	MATH	172	Calculus for Business and Social Science	4
*	MATH	134	Statistics	
		-or-		4/3
*	BUSN	221	Business Statistics	
	PHIL	282	Ethics	3
*	PSY	161	Introduction to Psychology	3

* Course has a prerequisite. See course description.

† Some transfer institutions require BUSN 223. Others require BUSN 223 and BUSN 224. Others require only BUSN 229. Check with a student advisor before enrolling in either course.