

## Welcome to Columbia College

- Columbia College is accredited by the Council on Occupational Education (COE) to award certificates and associates Degrees.
- Columbia College has been certified by State Council of Higher Education for Virginia (SCHEV) to operate in Virginia.
- Financial Aid is available for those who qualify.
- Approved for the training of Veterans

## Mission

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those it serves.

## Why Columbia College?

1. Nationally Accredited – COE
2. Financial Aid is available to those who qualify.
3. Certified School for I-20 Issuance – F-1/M-1 Students
4. CPT and OPT Available for International Students
5. J-1 Exchange Visitor + Internship Program Available
6. Convenient Class Schedule - Morning & Evening
7. Outstanding Curriculum and Faculty
8. Competitive Tuition
9. Easy to Access  
– Three Locations in Washington Metropolitan Area
10. Student First

## Grab your Future

@Columbia College

### Main Campus (Tysons)

8620 Westwood Center Drive  
Vienna, VA 22182  
(703) 206-0508

### Centreville Extension

5940 Centreville Crest Lane  
Centreville, VA 20121  
(703) 266-0508

### Silver Spring Extension

12125 Veirs Mill Road  
Silver Spring, MD 20906  
(301) 929-0565

**STUDENTS** first

## Business Administration

– Associate Degree



Rev. 09/16



Tysons, Virginia

1 (703) 206 - 0508  
admissions@ccdc.edu

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*Challenge to Succeed*



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# Business Administration

## Associate Degree

Business Administration is the process of managing a business or organization successfully. This 92-credit program covers general curricula in business management and administration, accounting, and tourism. Fundamental computer applications classes are also included. Upon completion of this program, students can be employed in a variety of positions in the fields that incorporate a wide range of business skills.



“ Grab Your Future ”



## About Business Administration Program

- 92 credit AAS Degree Program
  - Offers the comprehensive theories and practices of business operations, giving you a foundation of knowledge you can put to work in many different career paths
- High-Quality Curriculum
  - Certified to operate by State Council of Higher Education for Virginia (SCHEV)
- Keeping Up-to-date Knowledge, Expertise and Skills
- Professional instructors who have outstanding knowledge and hand-on skills.
- Variety of Experience
  - Field trips and Guest Speaker sessions

## Business Administration Prospects

- Executive secretaries and executive administrative assistants provide high-level administrative support for an office and for top executives of an organization. They often handle more complex responsibilities, such as reviewing incoming documents, conducting research, and preparing reports. Some also supervise clerical staff.
- Overall employment of secretaries and administrative assistants which can be the entry level of Columbia College graduates is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations. Employment growth, however, will vary by occupational specialty such as accounting, tourism, and etc.
- Also, employment of general secretaries is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Many secretarial and administrative duties are of a personal, interactive nature. Because technology cannot substitute for interpersonal skills, secretaries and administrative assistants will continue to play a role in most organizations.

## Course List

Number	Course	Credits
BUA101	Introduction to Business	4
BUA103	Business Mathematics	4
BUA104	Principles of Marketing	4
BUA107	Computer Application	4
BUA121	Office Administration and Procedures	4
BUA131	Principles of Economics	4
BUA151	Principles of Accounting	4
BUA152	Organization Behavior	4
BUA154	Business and Commercial Writing	4
<b>Electives (Choose 8 courses out of below list)</b>		
BUA124	Creative Problem Solving	4
BUA161	Business Statistics	4
BUA201	Managerial Financial Accounting	4
BUA203	Business Strategy and Planning	4
BUA207	Business Finance	4
BUA220	Tourism Management	4
BUA222	Hospitality and Tourism Marketing	4
BUA225	Tourism Development	4
BUA227	Tourism Geography	4
BUA231	Introduction to Hospitality Management	4
BUA232	Managing Hotel Operations	4
BUA235	Quality Service Management in the Hospitality Industry	4
BUA238	Organization Behavior for the Hospitality Industry	4
BUA253	Management Theory and Practice	4
BUA254	Business Communication	4
BUA259	Business Law	4
BUA263	International Economics	4
BUA270	Career Development	4
<b>► Total Required Core Credits</b>		<b>68</b>
BIO102	Introduction to Biology	4
CPS101	Introduction to Computer Science	4
CRT101	Critical Thinking	4
ENG101	English Composition	4
MAT101	Algebra	4
MAT201	Pre-Calculus	4
PSY101	Introduction to Psychology	4
SOC101	Introduction to Sociology	4
SPN101	Introduction to Spanish I	4
SPN102	Introduction to Spanish II	4
<b>► Total Required General Credits</b>		<b>24</b>
<b>► Total Required Credits</b>		<b>92</b>