



Associate of Science in Business Administration

Degree Description:

The Associate of Science in Business Administration program at the Hubbard College of Administration of Tampa Bay offers students a foundational understanding of the Hubbard College of Administration Management System, alongside contemporary business principles and practices. This program combines theoretical knowledge with practical skill development to prepare students for entry-level positions in diverse business environments.

Objective/Purpose of the Program:

The Associate of Science in Business Administration program is designed to provide students with foundational business knowledge and skills essential for successful careers in diverse business environments. The program aims to achieve the following objectives:

1. **Develop Competency in Study Skills and Communication:** Build essential study skills and effective communication strategies necessary for academic and professional success.
2. **Gain Mastery of Basic of Business Concepts:** Provide a solid understanding of fundamental business concepts and principles needed for navigating contemporary business landscapes.
3. **Apply the Hubbard College of Administration Management System Principles:** Introduce students to the principles of the Hubbard College of Administration Management System, emphasizing the application of management principles with real-world business situations.
4. **Acquire Foundational Business Knowledge:** Equip students with comprehensive foundational knowledge in key areas such as management, finance, marketing and operations to prepare students for entry-level business roles.
5. **Cultivate Critical Thinking and Problem-Solving Skills:** Develop critical thinking and problem-solving abilities applicable to practical business context enhancing students' analytical capabilities in business contexts.

These objectives collectively prepare students to apply theoretical knowledge and practical skills in dynamic business environments, setting a strong foundation for their future career advancement and academic pursuits.

Program Student Learning Outcomes:

Reference: Hubbard College of Administration of Tampa Bay Institutional Catalog 2025-2026

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Associate of Science in Business Administration

The Associate of Science in Business Administration program is designed to equip students with foundational business knowledge and skills essential for launching successful careers across various business settings. Upon completion of the program, graduates will demonstrate a solid understanding of core business principles and competencies.

Program Student Learning Outcomes:

1. Students will demonstrate the ability to employ effective study techniques and communication strategies, ensuring clarity and impact in both written and verbal forms for academic and professional success.
2. Students will have a comprehensive understanding of fundamental business principles, including management, finance, marketing, and operations, allowing them to navigate and contribute effectively to contemporary business environments.
3. Students will integrate the Hubbard College of Administration Management System principles into business practices, applying these management concepts to real-world business scenarios.
4. Students will exhibit competence in core business areas, providing a solid foundation for entry-level positions and practical applications in management, finance, marketing, and operations.
5. Students will develop analytical abilities to address and solve real-world business challenges, applying critical thinking to make informed decisions and develop effective solutions.

These outcomes ensure that graduates are well-prepared to enter the business world with both theoretical knowledge and practical skills, establishing a solid foundation for career advancement and further academic pursuits.

Curriculum Sequence:

Associate of Science in Business Administration		
Course Number	Course Name	Semester Credit Hours
MGT 100	Introduction to Business and the Hubbard College of Administration Management System	3
SST 100*	Effective Study Techniques	3
COM 100*	Effective Communication and Team Building	3
MGT 110	Management Fundamentals	3
ENG 100*	English Composition	3
MGT 120	Organizational Structure and Design	3

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PSC 100*	Introduction to Political Science	3
PHI 100*	Critical Thinking	3
COM 110	Business Communications	3
BUS 110	Business Statistics	3
ECO 100	Microeconomics	3
ACC 100	Financial Accounting	3
ECO 110	Macroeconomics	3
MRK 200	Marketing and Public Relations	3
BUS 120	Business Law	3
BUS 130	Ethics in Business	3
ACC 110	Managerial Accounting	3
FIN 100	Financial Planning and Budgeting	3
MRK 210	Sales Methodologies	3
INT 200	Internship – Associate Degree	3
	OR	
CAP 200	Capstone Project (Undergraduate)	3
	Program Total	60
* General Education Course		

Requirements for Successful Completion of the Program:

To successfully complete the Associate of Science in Business Administration program, students must meet the following requirements:

1. Credit Requirements: Complete a total of 60 credits as specified in the curriculum.
2. Coursework and Assessments: Achieve a minimum grade of 80% in all required coursework, with assessments distributed as follows:
 - o Participation: 20%
 - o Assignments and Projects: 30%
 - o Exams: 40%
 - o Final Project: 10%
3. Capstone Project: Successfully execute a capstone project that integrates and applies knowledge acquired from the Associate Degree in Business Administration curriculum. This project should demonstrate business acumen, critical thinking, research proficiency, and mastery of the program’s material.

OR

4. Internship/Externship Component: Complete an internship or

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Externship. This component includes conducting research, implementing project strategies, and presenting findings in a professional setting.

These requirements are designed to ensure that students gain the necessary knowledge and practical experience to excel in the field of business.

Unit Requirement for Degrees

(Reference: BP 4.10.2 MINIMUM UNIT REQUIREMENTS FOR HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY DEGREES)

Associate of Science in Business Administration Degree

Students receiving the College's Associate of Science in Business Administration degree must earn a minimum of 60 semester credit hours. The 60 semester credit hours include a minimum of 15 semester credit hours of prescribed general education courses combined with a minimum of 45 semester credit hours of prescribed major courses.
