

Business Management

Program Description

The Associate of Applied Science degree in Business Management develops leaders at various levels for business, industry, and public service organizations. The thrust of the program is to meet management training needs of organizations and to develop entrepreneurs. Therefore, the program is continually reviewed and developed in partnership with the business/industry community. The program is organized around four educational themes, which address the need for well-prepared, confident, and technically competent people who can assume leadership roles in entry-level management, and as entrepreneurs.

Career Opportunities

- Office Supervisor
- Bookkeeping, Accounting, and Auditing Clerks
- Customer Service Representative
- Production, Planning and Expediting Clerks
- Administrator
- Employment Interviewer
- Assistant Manager
- Retail Manager
- Small Business Owner and Operator
- Technical Sales Representative
- Personnel/Human Resources Manager

Program Objectives

Upon completion of the program, the student will be able to:

1. Demonstrate knowledge of basic management and leadership principles;
2. Collect and critically analyze data and information to be applied to business scenarios;
3. Demonstrate the ability to solve complex business problems/issues and;
4. Present project/research findings clearly, both orally and in written form.

Obtaining the Degree

To earn the Associate of Applied Science degree, students must:

- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements.

Pathway: Business & Communication

Type: Associate of Applied Science

General Education Requirements

Course Code	Title	Credits
ACP 100	Academic and Career Planning	1
COM 101	Public Speaking	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
LIF 111	Health and Wellness	3
MAT 110	Business Mathematics	3
	Elective - Social Science	3
	Elective - Science 3 or 4 Credits	3-4

Science Electives

**Students can select one/two courses from this list to fulfill the three/six credit requirement in general education/major requirements. (Depends if student takes internship or opts for another Social Science elective.) Science electives can be either 3 or 4 credits.*

Course Code	Title	Credits
AST 100	Introduction to Astronomy	3
BIO 102	Life Science	3
	BIO 104 and BIO 114	4
CHM 106	Introductory Chemistry	4
CHM 120	General Chemistry I	4
	GLG 102 and GLG 103	4

Major Requirements

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACC 175	Accounting Principles II	3
BUS 110	Introduction to Business	3
BUS 210	Business Law	3
BUS 206	Operations Management and Process Improvement	3
BUS 125	Management Principles	3
BUS 220	Small Business Management	3
BUS 165	Human Resource Management	3
BUS 230	Principles of Marketing	3
BUS 240	Labor Management Relations	3
	ECO 100 or ECO 110	3
ENG 220	Business Letter and Report Writing	3
	BUS 130 or BUS 225 or BUS 235	3
	BUS 298 or Elective - Social Science	3

Course Sequencing

Semester 1

Course Code	Title	Credits
ACC 150	Accounting Principles I	3
ACP 100	Academic and Career Planning	1
BUS 110	Introduction to Business	3
CIT 100	Microcomputer Applications	3
ENG 110	English Composition I**	3
MAT 110	Business Mathematics	3

Semester 2

Course Code	Title	Credits
ACC 175	Accounting Principles II	3
BUS 125	Management Principles	3
BUS 220	Small Business Management	3
ENG 220	Business Letter and Report Writing	3
	Elective - Science 3 or 4 Credits	3-4

Semester 3

Course Code	Title	Credits
BUS 206	Operations Management and Process Improvement	3
	BUS 130 or BUS 225 or BUS 235	3
BUS 210	Business Law	3
BUS 240	Labor Management Relations	3
LIF 111	Health and Wellness	3
	Elective - Social Science	3

Semester 4

Course Code	Title	Credits
BUS 165	Human Resource Management	3
BUS 230	Principles of Marketing	3
COM 101	Public Speaking	3
	ECO 100 or ECO 110	3
	BUS 298 or Elective - Social Science	3
	Total credits:	63-65