

## BUSINESS MANAGEMENT TWO-YEAR CAREER PROGRAM PREPARATION FOR EMPLOYMENT

This two-year professional Associate of Applied Science degree curriculum is designed for persons who desire a generalized business degree and who do not intend to transfer to a four-year institution. Emphasis is placed on the development of leadership skills and the use of technology in various business applications such as accounting and making presentations. Graduates will be prepared to secure entry-level management positions in a wide variety of operations such as retail establishments and service businesses.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or Advising Center staff regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Business Management.

<b>FIRST SEMESTER</b>	Credit Hours	<b>THIRD SEMESTER</b>	Credit Hours
Business Administration 101 (Introduction to Business) .....	3	Business Administration 206 (Entrepreneurship) .....	3
Business Administration 216 (Principles of Marketing) .....	3	Business Administration 207 (Managerial Accounting) .....	3
Computer Technology 101 (Computer Literacy) .....	3	Business Administration 108 or 218 (Personal Finance or Accounting Systems and Software).....	3
English 101 (Freshman English I) .....	3	Economics Elective .....	3
Mathematics Elective .....	3	Humanities 110 or English 112 (Interdisciplinary Leadership I or Business and Technical Communications) .....	3
<b>Total: 15</b>		<b>Total: 15</b>	
 <b>SECOND SEMESTER</b>		 <b>FOURTH SEMESTER</b>	
Business Administration 104 (Sales and Customer Service) .....	3	Business Administration 210 (Business Law) .....	3
Business Administration 110 (Business Professionalism and Ethics) .....	2	Business Administration 213 or 209 (Principles of Management or Human Resources and Supervision).....	3
Business Administration 215 (Financial Accounting).....	3	Business Administration 270 (Field Placement) .....	3
Computer Technology 221 (Office Applications I) .....	3	Science Elective .....	3
① Physical Activity .....	1	② Social and Behavioral Science Elective .....	3
Speech 101 (Speech Communication) .....	3		
<b>Total: 15</b>		<b>Total: 15</b>	
		<b>Total Credit Hours: 60</b>	

① Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

② Course must be from a different discipline other than economics.

NOTE: All courses specifically identified by course number are graduation requirements for this program.