



# ASSOCIATE OF APPLIED BUSINESS

## BUSINESS MANAGEMENT

**2021 Catalog**  
Effective Summer 2020

*The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.*

**2055**

*Business and Information Technology Division*

*Management and Marketing Department*

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
BUS121	Business Administration <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
MGT121	Principles of Management	3	BUS121 <b>or</b> ENT120	
MGT221	Supervision	3	MGT121	
MGT223	Business Decision Making	4	MGT121 <b>and</b> (ACC128 <b>or</b> ACC133)	
MGT224	Human Resource Management	3	MGT121	
MGT227	Operations Management	4	MGT121 <b>and</b> (MTH108 <b>or</b> MTH124 <b>or</b> MTH125)	
MKT121	Principles of Marketing	3	BUS221	
<b>TECHNICAL ELECTIVES: Choose three (3) courses</b>				
MGT222	Small Business Management	3	ACC128 <b>and</b> MGT121	
MGT232	International Business	3	BUS121	
MKT221	Sales	3	MKT121	
MKT226	Supply Chain Management	3	MKT121	
<b>Total</b>		<b>32</b>		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar <sup>^^</sup>	1	<i>Take first semester</i>	
ACC128	Accounting Basics for Managers	4	(MTH108 <b>or</b> MTH124 <b>or</b> MTH125) <b>and</b> (IDS102 <b>or</b> proficiency)	
ACC130	Business Law and Ethics	3		
BUS221	Microeconomics <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
BUS222	Macroeconomics <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
ITD102	Computer Applications – Word	1	ITD100 <b>or</b> Proficiency	
ITD122	Computer Applications for Professionals <sup>^■</sup>	3	ITD100 <b>or</b> Proficiency	
<b>or</b>	<b>or</b>	<b>or</b>	<b>or</b>	
AOT226	Spreadsheet - Microsoft Excel <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
MTH108	Explorations in Modern Mathematics <sup>^</sup>	3		
<b>or</b>	<b>or</b>	<b>or</b>		
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>	
<b>or</b>	<b>or</b>	<b>or</b>		
MTH125	College Algebra Ω	4		
	<i>Select one (1) Arts &amp; Humanities Elective from the list below <sup>1</sup></i>	3	<i>Check for prerequisites</i>	
<b>Total</b>		<b>30-31</b>		
<b>TOTAL CREDIT HOURS</b>		<b>62-63</b>		

<sup>^</sup>Based upon SSC placement score

<sup>^^</sup>To promote student success, this course should be taken in the first semester

<sup>■</sup>Successful completion of ITD102, ITD104, ITD105, and ITD106 may be substituted for ITD122

Ω MTH124 or MTH125 should only be taken by students planning to transfer to a four-year institution.

<sup>1</sup> Arts & Humanities Elective: ENG233, ENG234, ENG235, ENG236, ENG237, ENG240, ENG241, HIS121, HIS122, PHL122

## PART-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for part-time associate degree students who plan to finish in eight semesters.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
BUS121	Business Administration^	3	IDS102 <b>or</b> Proficiency
ITD122	Computer Applications for Professionals^■	3	ITD100 <b>or</b> Proficiency
<b>or</b>	<b>or</b>	<b>or</b>	<b>or</b>
AOT226	Spreadsheet - Microsoft Excel^	<u>3</u>	ITD100 <b>or</b> Proficiency
		7	
<u>Second Semester</u>			
ITD102	Computer Applications – Word	1	ITD100 <b>or</b> Proficiency
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
MTH108	Explorations in Modern Mathematics^	3	
<b>or</b>	<b>or</b>	<b>or</b>	
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>
<b>or</b>	<b>or</b>	<b>or</b>	
MTH125	College Algebra Ω	<u>4</u>	
		7-8	
<u>Third Semester</u>			
ACC130	Business Law and Ethics	3	
MGT121	Principles of Management	3	BUS121 <b>or</b> ENT120
BUS221	Microeconomics^	<u>3</u>	IDS102 <b>or</b> Proficiency
		9	
<u>Fourth Semester</u>			
ACC128	Accounting Basics for Managers	4	(MTH108 or MTH124 or MTH125) <b>and</b> (IDS102 or proficiency)
MKT121	Principles of Marketing	<u>3</u>	BUS221
		7	
<u>Fifth Semester</u>			
MGT227	Operations Management	4	MGT121 <b>and</b> (MTH108 or MTH124 or MTH125)
<i>Technical Elective</i> <sup>2</sup>		3	<i>Check for prerequisites</i>
COM121	Effective Speaking	<u>3</u>	
		10	
<u>Sixth Semester</u>			
MGT221	Supervision	3	MGT121
<i>Technical Elective</i> <sup>2</sup>		3	<i>Check for prerequisites</i>
MGT224	Human Resource Management	<u>3</u>	MGT121
		9	
<u>Seventh Semester</u>			
BUS222	Macroeconomics^	3	IDS102 <b>or</b> Proficiency
MGT223	Business Decision Making	<u>4</u>	MGT121 <b>and</b> (ACC128 or ACC133)
		7	
<u>Eighth Semester</u>			
<i>Arts &amp; Humanities Elective</i> <sup>1</sup>		3	<i>Check for prerequisites</i>
<i>Technical Elective</i> <sup>2</sup>		<u>3</u>	<i>Check for prerequisites</i>
		6	
<b>TOTAL CREDITS</b>		<b>62-63</b>	

^Based upon SSC placement score

^^To promote student success, this course should be taken in the first semester

■Successful completion of ITD102, ITD104, ITD105, and ITD106 may be substituted for ITD122

Ω MTH124 or MTH125 should only be taken by students planning to transfer to a four-year institution.

<sup>1</sup> Arts & Humanities Elective: ENG233, ENG234, ENG235, ENG236, ENG237, ENG240, ENG241, HIS121, HIS122, PHL122

<sup>2</sup> Technical Electives: MGT222, MGT232, MKT221, MKT226