



ASSOCIATE OF APPLIED BUSINESS
BUSINESS MANAGEMENT – HEALTH SERVICES MAJOR

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.

2021 Catalog
Effective Summer 2020

2060

Business and Information Technology Division

Management and Marketing Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
ACC130	Business Law and Ethics	3		
BIO101	Introduction to Anatomy and Physiology [^]	3	IDS102 or Proficiency	
BIO125	Medical Terminology	3		
BUS121	Business Administration [^]	3	IDS102 or Proficiency	
HIT230	Health Care Delivery in the U.S.	2		
MAT231	Reimbursement for Health Care Services	3		
MGT121	Principles of Management	3	BUS121 or ENT120	
MGT223	Business Decision Making	4	MGT121 and (ACC128 or ACC133)	
MGT224	Human Resource Management	3	MGT121	
MKT121	Principles of Marketing	3	BUS221	
Total		30		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
ACC132	Financial Accounting*	4	BUS124	
ACC133	Managerial Accounting	4	ACC132	
BUS124	Business Analysis with Algebra [^]	3	(MTH022 or proficiency) and (IDS102 or proficiency)	
BUS221	Microeconomics [^]	3	IDS102 or Proficiency	
BUS222	Macroeconomics [^]	3	IDS102 or Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
ITD122 or AOT226	Computer Applications for Professionals ^{^■} or Spreadsheet - Microsoft Excel [^]	3 or 3	ITD100 or Proficiency or ITD100 or Proficiency	
MTH108 or MTH124 or MTH125	Explorations in Modern Mathematics [^] or Statistics Ω or College Algebra Ω	3 or 3 or 4	<i>Check for prerequisites</i>	
	<i>Select one (1) Arts & Humanities Elective from the list below¹</i>	3	<i>Check for prerequisites</i>	
Total		33-34		
TOTAL CREDIT HOURS		63-64		

[^]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

* Student may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.

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

¹ 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 or Proficiency
ITD122	Computer Applications for Professionals^■	3	ITD100 or Proficiency
or	or	or	or
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency
		7	
<u>Second Semester</u>			
BUS124	Business Analysis with Algebra^	3	(MTH022 or proficiency) and (IDS102 or proficiency)
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
BIO125	Medical Terminology	3	
		9	
<u>Third Semester</u>			
ACC130	Business Law and Ethics	3	
MGT121	Principles of Management	3	BUS121 or ENT120
BUS221	Microeconomics^	3	IDS102 or Proficiency
		9	
<u>Fourth Semester</u>			
COM121	Effective Speaking	3	
ACC132	Financial Accounting*	4	BUS124
		7	
<u>Fifth Semester</u>			
MKT121	Principles of Marketing	3	BUS221
BIO101	Introduction to Anatomy and Physiology^	3	IDS102 or Proficiency
MTH108	Explorations in Modern Mathematics^	3	
or	or	or	
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>
or	or	or	
MTH125	College Algebra Ω	4	
		9-10	
<u>Sixth Semester</u>			
ACC133	Managerial Accounting	4	ACC132
HIT230	Health Care Delivery in the U.S.	2	
MGT224	Human Resource Management	3	MGT121
		9	
<u>Seventh Semester</u>			
BUS222	Macroeconomics^	3	IDS102 or Proficiency
MGT223	Business Decision Making	4	MGT121 and (ACC128 or ACC133)
		7	
<u>Eighth Semester</u>			
MAT231	Reimbursement for Health Care Services	3	
<i>Arts & Humanities Elective</i> ¹		3	<i>Check for prerequisites</i>
		6	
TOTAL CREDITS		63-64	

^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

* Student may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.

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

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