



ASSOCIATE OF APPLIED BUSINESS

BUSINESS MANAGEMENT

2022-23 Catalog
Effective Summer 2022

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, Engineering, and Information Technologies Division

Management and Marketing Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
BUS121	Business Administration [^]	3	IDS102 or Proficiency	
MGT121	Principles of Management	3	BUS121 or ENT120	
MGT221	Supervision	3	MGT121	
MGT223	Business Decision Making	4	MGT121 and (ACC128 or ACC133)	
MGT224	Human Resource Management	3	MGT121	
MGT227	Operations Management	4	MGT121 and (MTH118 or MTH124 or MTH125)	
MKT121	Principles of Marketing	3	BUS221	
TECHNICAL ELECTIVES: Choose three (3) courses				
MGT222	Small Business Management	3	ACC128 and MGT121	
MGT232	International Business	3	BUS121	
MKT221	Sales	3	MKT121	
MKT226	Supply Chain Management	3	MKT121	
Total		32		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
ACC128	Accounting Basics for Managers	4	(MTH118 or MTH124 or MTH125) and (IDS102 or proficiency)	
ACC130	Business Law and Ethics	3		
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	
ITD102	Computer Applications – Word	1	ITD100 or Proficiency	
ITD122	Computer Applications for Professionals ^{^■}	3	ITD100 or Proficiency	
or	or	or	or	
AOT226	Spreadsheet - Microsoft Excel [^]	3	ITD100 or Proficiency	
MTH118	Quantitative Reasoning [^]	3		
or	or	or		
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>	
or	or	or		
MTH125	College Algebra Ω	4		
	<i>Select one (1) Arts & Humanities Elective from the list below ¹</i>	3	<i>Check for prerequisites</i>	
Total		30-31		
TOTAL CREDIT HOURS		62-63		

[^]Based upon SSC placement score

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

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

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

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

FULL-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 full-time associate degree students who plan to finish in two years.

<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
ITD102	Computer Applications – Word	1	ITD100 or Proficiency
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency
MTH118	Quantitative Reasoning [^]	3	
or	or	or	
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>
or	or	or	
MTH125	College Algebra Ω	4	
		14-15	
<u>Second Semester</u>			
ACC130	Business Law and Ethics	3	
MGT121	Principles of Management	3	BUS121 or ENT120
BUS221	Microeconomics [^]	3	IDS102 or Proficiency
ACC128	Accounting Basics for Managers	4	(MTH118 or MTH124 or MTH125) and (IDS102 or proficiency)
COM121	Effective Speaking	3	
		16	
<u>Third Semester</u>			
MKT121	Principles of Marketing	3	BUS221
MGT227	Operations Management	4	MGT121 and (MTH118 or MTH124 or MTH125)
MGT221	Supervision	3	MGT121
<i>Technical Elective²</i>		3	<i>Check for prerequisites</i>
<i>Technical Elective²</i>		3	<i>Check for prerequisites</i>
		16	
<u>Fourth Semester</u>			
MGT224	Human Resource Management	3	MGT121
BUS222	Macroeconomics [^]	3	IDS102 or Proficiency
MGT223	Business Decision Making	4	MGT121 and (ACC128 or ACC133)
<i>Arts & Humanities Elective¹</i>		3	<i>Check for prerequisites</i>
<i>Technical Elective²</i>		3	<i>Check for prerequisites</i>
		16	
TOTAL CREDITS		62-63	

[^]Based upon SSC placement score

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

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

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

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

² Technical Electives: MGT222, MGT232, MKT221, MKT226