



ASSOCIATE OF APPLIED BUSINESS

BUSINESS MANAGEMENT

2023-24 Catalog
Effective Summer 2023

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 | |
| FIN110 | Personal Finance | 2 | | |
| 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 | | 31-32 | | |
| TOTAL CREDIT HOURS | | 63-64 | | |

[^]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 |
| FIN110 | Personal Finance | 2 | |
| 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 | |
| | | 15-16 | |
| <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 Elective</i> ² | | 3 | <i>Check for prerequisites</i> |
| <i>Technical Elective</i> ² | | 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 Elective</i> ¹ | | 3 | <i>Check for prerequisites</i> |
| <i>Technical Elective</i> ² | | 3 | <i>Check for prerequisites</i> |
| | | 16 | |
| TOTAL CREDITS | | 63-64 | |

[^]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