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| <br> | <b>ASSOCIATE OF APPLIED BUSINESS</b><br><b>BUSINESS MANAGEMENT – HEALTH SERVICES MAJOR</b><br><i>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.</i> | <b>2023-24 Catalog</b><br>Effective Summer 2023<br><br><div style="font-size: 2em; font-weight: bold;">2060</div> |
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Business, Engineering, and Information Technologies Division

Management and Marketing Department

| TECHNICAL<br>Course Number  | Course Title   | Credits                               | Pre- and Co-Requisites  | Completed<br>Sem./Year |
|---|--|---------------------------------------|---|------------------------|
| ACC130  | Business Law and Ethics  | 3                                     |   |                        |
| BIO101  | Introduction to Anatomy and Physiology^  | 3                                     | IDS102 <b>or</b> Proficiency  |                        |
| BIO125  | Medical Terminology  | 3                                     |   |                        |
| BUS121  | Business Administration^   | 3                                     | IDS102 <b>or</b> Proficiency  |                        |
| HIT230  | Health Care Delivery in the U.S.   | 2                                     |   |                        |
| MAT231  | Reimbursement for Health Care Services   | 3                                     |   |                        |
| MGT121  | Principles of Management   | 3                                     | BUS121 <b>or</b> ENT120   |                        |
| MGT223  | Business Decision Making   | 4                                     | MGT121 <b>and</b><br>(ACC128 or ACC133)   |                        |
| MGT224  | Human Resource Management  | 3                                     | MGT121  |                        |
| MKT121  | Principles of Marketing  | 3                                     | BUS221  |                        |
| Total   |  | 30                                    |   |                        |
| NON-TECH<br>Course Number   | Course Title   | Credits                               | Pre- and Co-Requisites  | Completed<br>Sem./Year |
| SSC101  | Student Success Seminar^^  | 1                                     | <i>Take first semester</i>  |                        |
| ACC132  | Financial Accounting*  | 4                                     | pre-co-BUS124   |                        |
| ACC133  | Managerial Accounting  | 4                                     | ACC132  |                        |
| BUS124  | Business Analysis with Algebra^  | 3                                     | (MTH022 <b>or</b> MTH023 <b>or</b><br>proficiency) <b>and</b> (IDS102 <b>or</b><br>proficiency) |                        |
| BUS221  | Microeconomics^  | 3                                     | IDS102 <b>or</b> Proficiency  |                        |
| BUS222  | Macroeconomics^  | 3                                     | IDS102 <b>or</b> Proficiency  |                        |
| COM121  | Effective Speaking   | 3                                     |   |                        |
| ENG124  | College Composition^   | 3                                     | Co-ENG024 <b>or</b> Co-ENG011 <b>or</b><br>Proficiency  |                        |
| ITD122<br><b>or</b><br>AOT226   | Computer Applications for Professionals^■<br><b>or</b><br>Spreadsheet - Microsoft Excel^ | 3<br><b>or</b><br>3                   | ITD100 <b>or</b> Proficiency<br><b>or</b><br>ITD100 <b>or</b> Proficiency                       |                        |
| MTH118<br><b>or</b><br>MTH124<br><b>or</b><br>MTH125                                      | Quantitative Reasoning^<br><b>or</b><br>Statistics Ω<br><b>or</b><br>College Algebra Ω   | 3<br><b>or</b><br>3<br><b>or</b><br>4 | <i>Check for prerequisites</i>  |                        |
| <i>Select one (1) Arts &amp; Humanities Elective from<br/>the list below <sup>1</sup></i> |  | 3                                     |   |                        |
| Total   |  | 33-34                                 |   |                        |
| TOTAL CREDIT HOURS  |  | 63-64                                 |   |                        |

<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

<sup>\*</sup> 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.

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

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## 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                    |
|  |   | <b>7</b>            |   |
| <u>Second Semester</u>                             |   |                     |   |
| BUS124   | Business Analysis with Algebra^           | 3                   | (MTH022 <b>or</b> MTH023 <b>or</b> proficiency) |
| ENG124   | College Composition^                      | 3                   | <b>and</b> (IDS102 <b>or</b> proficiency)       |
| MTH118   | Quantitative Reasoning^                   | 3                   | Co-ENG024 <b>or</b> Co-ENG011 <b>or</b>         |
| <b>or</b>  | <b>or</b>                                 | <b>or</b>           | Proficiency                                     |
| 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>            |   |
|  |   | <b>9-10</b>         |   |
| <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                    |
|  |   | <b>9</b>            |   |
| <u>Fourth Semester</u>                             |   |                     |   |
| COM121   | Effective Speaking                        | 3                   |   |
| ACC132   | Financial Accounting*                     | <u>4</u>            | pre-co-BUS124                                   |
|  |   | <b>7</b>            |   |
| <u>Fifth Semester</u>                              |   |                     |   |
| MKT121   | Principles of Marketing                   | 3                   | BUS221  |
| BIO101   | Introduction to Anatomy and Physiology^   | 3                   | IDS102 <b>or</b> Proficiency                    |
| BIO125   | Medical Terminology                       | <u>3</u>            |   |
|  |   | <b>9</b>            |   |
| <u>Sixth Semester</u>                              |   |                     |   |
| ACC133   | Managerial Accounting                     | 4                   | ACC132  |
| HIT230   | Health Care Delivery in the U.S.          | 2                   |   |
| MGT224   | Human Resource Management                 | 3                   | MGT121  |
|  |   | <b>9</b>            |   |
| <u>Seventh Semester</u>                            |   |                     |   |
| BUS222   | Macroeconomics^                           | 3                   | IDS102 <b>or</b> Proficiency                    |
| MGT223   | Business Decision Making                  | <u>4</u>            | MGT121 <b>and</b>                               |
|  |   | <b>7</b>            | (ACC128 or ACC133)                              |
| <u>Eighth Semester</u>                             |   |                     |   |
| MAT231   | Reimbursement for Health Care Services    | 3                   |   |
| <i>Arts &amp; Humanities Elective <sup>1</sup></i> |   | <u>3</u>            | <i>Check for prerequisites</i>                  |
|  |   | <b>6</b>            |   |
| <b>TOTAL CREDITS</b>                               |   | <b>63-64</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

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