

## **BUSINESS MANAGEMENT**

*Requirements: 67.50 Semester Hours; 1111.50 Clock Hours*

The Associate of Arts Degree in Business Management is a comprehensive 18-month program that teaches business fundamentals and offers students a general introduction to a wide array of business disciplines. The curriculum includes basic computer operations emphasizing industry-standard software in a Windows environment.

The program includes five elective concentrations: Accounting, E-Commerce, Small Business Management, Graphic Applications and Computer Technology. Elective concentrations must be chosen by the end of the fourth term. This degree program also includes a general education component.

The program is designed to prepare students for employment in a full range of positions available in today's global economy, including accounting, payroll, bookkeeping, small business management, e-commerce and entrepreneurship.

The program is also designed to provide a foundation in basic business fundamentals for those students who choose to further their education by continuing for the Bachelor of Science in Business Management.

<b>COURSE NUMBER</b>	<b>SEMESTER HOURS</b>	<b>COURSE NAME</b>
BC 113a	2.50	Data Base Management Systems
BC 116a	2.50	Introduction to Computers & Computer Applications
BC 214	3.00	Business Communication
BM 206	3.00	Business Mathematics
BM 207	3.00	Introduction to Business Management
BM 208	3.00	Fundamentals of Entrepreneurship
BM 233	3.00	Principles of Accounting I
BM 237	3.00	Financial Planning & Management
BM 240	3.00	Business Law
BM 242	3.00	Introduction to Taxation
BM 244	3.00	Fundamentals of Marketing
SB 229	3.00	Creating Your Business Plan
GE 210	3.00	Introduction to Psychology
GE 215	3.00	College Algebra I
GE 218	3.00	College English
GE 219	3.00	American Culture
GE 220	3.00	Public Speaking
GE 230	3.00	Critical Thinking
GE 231	3.00	Introduction to Ecology

## **BUSINESS MANAGEMENT CONT.**

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<b>COURSE NUMBER</b>	<b>SEMESTER HOURS</b>	<b>COURSE NAME</b>
<b>ELECTIVE CONCENTRATION IN ACCOUNTING</b>		
BM 234	3.00	Principles of Accounting II
BM 235	3.00	Principles of Accounting III
BM 236	3.00	Cost Accounting
BM 243a	2.50	Computerized Accounting
<b>ELECTIVE CONCENTRATION IN E-COMMERCE</b>		
BM 246	3.00	Search Engine Advertising
BM 247	3.00	E-commerce and E-Bay I
BM 248	3.00	E-commerce and E-Bay II
CP 254a	2.50	Principles of Web Page Design
<b>ELECTIVE CONCENTRATION IN SMALL BUSINESS MANAGEMENT</b>		
SB 249	3.00	Marketing for Small Business
SB 250	3.00	Financial, Accounting, & Legal Aspects of Small Business
SB 251	3.00	Import-Export Management
SB 252a	2.50	Case Studies in Small Business
<b>ELECTIVE CONCENTRATION IN GRAPHIC APPLICATIONS</b>		
GDE 120a	2.50	Digital Media I
GDE 130a	2.50	Desktop Publishing
GDE 206a	1.50	Corporate Identity
GDE 270a	2.50	Advertising Design
MME 105a	2.50	Multimedia I
<b>ELECTIVE CONCENTRATION IN COMPUTER TECHNOLOGY</b>		
CT 227	1.50	Technical Communications
CT 232a	2.50	Network Management I
CT 233a	2.50	Computer Management I
CT 234a	2.50	Computer Management II
CT 237a	2.50	Network Management II