

## Business

**General Description:** The Business program provides students with both specialty and technical core courses in business and management that apply to either the certificates or the Associate in Applied Science (AAS) degree in Business. The program is versatile in its use, with most students seeking entry-level management and marketing positions in a variety of settings.

**Sample of Job Titles with this Degree:** Supervisor, Manager, Team Leader, Salesperson, Agent, Customer Service Representative

### Suggested Full-Time Course Sequence:

<u>Fall Semester</u>	<u>Credit Hours</u>
ACCT 101	4
BUS 100	3
BUS 110 (or MATH 104)	3
ENGL 110 (or ENGL 101)	3
P REL 100	3

<u>Spring Semester</u>	
ACCT 102	4
BUS 200	3
BUS 228	3
COMM 120 (or COMM 101)	3
CIS 110	3

<u>Fall Semester</u>	
BUS 231	3
BUS 240	3
BUS 283	3
ECON 231	3
P REL 110	3

<u>Spring Semester</u>	
BUS 225	3
BUS 232	3
BUS 245	3
BUS 290 (or BUS 295)	3
ECON 232	3

### Additional Program Information:

Students who begin in Spring may not finish in a two-year time frame.

Business Courses		Credit Hours	Business AAS 038C	Management Cert. 038G	Marketing Cert. 038I	Entrepreneurship Cert. 038H	Basic Business Cert. 038K
ACCT 101	Financial Accounting	4	X	X	X	X	X
ACCT 102	Managerial Accounting Fundamentals	4	X	X			
BUS 100	Business Fundamentals	3	X	X	X	X	X
BUS 110	Business Mathematics (or MATH 104)	3	X	X	X	X	X
BUS 200	Customer Service Fundamentals	3	X	X			
BUS 225	Small Business Development	3	X		X	X	
BUS 228	Global Topics in Business	3	X		X	X	
BUS 231	Business Law Principles	3	X	X			
BUS 232	Business Law & Ethics	3	X				
BUS 240	Marketing Fundamentals	3	X		X		
BUS 245	Advertising and Sales Promotion	3	X		X		
BUS 283	Finance and Insurance (formerly Personal Finance)	3	X			X	
BUS 290	Work Experience Practicum & Seminar (or BUS 295)	3	X				
CIS 110	Computer Business Applications	3	X				
COMM 120	Business & Professional Speaking (or COMM 101)	3	X				
ECON 231	Macroeconomics	3	X				
ECON 232	Microeconomics	3	X				
ENGL 110	Professional & Technical Writing (or ENGL 101)	3	X	X	X	X	X
P REL 100	Human Relations	3	X	X	X	X	X
P REL 110	Supervision	3	X	X			
<b>Total Hours</b>			<b>62</b>	<b>29</b>	<b>28</b>	<b>25</b>	<b>16</b>