Business

Business Technology

Major: Management

Award: Associate of Applied Science
Length: 66-67 credits

General Business

Award: Certificate
Length: 31 credits

Management Assistant

Award: Career Studies Certificate
Length: 25 credits

Supervision

Award: Career Studies Certificate
Length: 28 credits

PROGRAM CONTENT COMPARISON				
	Business Tech. Mgmt. (AAS)	**General Business (CERT)**	**Mgmt. Assistant (CSC)**	**Super-vision (CSC)**
CST 110 (3)	●		●	●
ECO 201 (3)	●	●		
ENG 111 (3)	●	●	●	●
HUM EEE (3)	●			
MTH 130 (3)	●	●	●	
NAS EEE (3-4)	●			
ACC 211 (3)	●	●	●	
BUS 100 (3)	●	●		●
BUS 111 (3)	●	●		●
BUS 112 (3)	•			
BUS 165 (3)	●			
BUS 200 (3)	●	●	●	●
BUS 205 (3)	●		●	●
BUS 241 (3)	●	●		
BUS 290 (3)	●			
BUS 299 (1)	●			
FIN 215 (3)	●			
ITE 115 (3)	●	●	●	●
ITE 140 (3)	●			
ITN 260 (3)	●			●
MKT 100 (3)	●	●		
MKT 260 (3)	●		●	●
PED/HLT EEE (1)	●			
SDV 108 (1)	●	●	●	●

Major: Management

Award: Associate of Applied Science
Length: 66-67 credits

Purpose: This program provides knowledge and skills leading to immediate employment in the area of management within a small to mid-size business or retail setting. People who are seeking their first employment or wish to qualify for promotion in a present position to another field may benefit from this program.

Occupational Objectives: Graduates of this program may qualify for positions in general management, manufacturing or industrial management, customer service, sales management or retail management.

Potential Certification: A student may elect to take an industry-specific certification exam. Examinations generally require a testing fee paid by the student. After completion of this program, a student will be academically prepared to take the following exams:

- Microsoft Office Specialist (MOS) – Excel.

Program Learning Outcomes: A student will be able to:

- demonstrate minimum proficiency in General Education Skills which are defined as oral communication, written communication, mathematical/problem solving, scientific reasoning, information literacy, and critical thinking;
- outline the decision making process for managers using various decision making techniques;
- demonstrate the ability to gather, interpret, and disseminate financial information; and
- demonstrate acceptable workplace skills, attitudes, and behaviors.

General Education Requirements (18-19 Credits):

CST 110 Introduction to Communication (3)
ECO 201 Principles of Macroeconomics (3)
[or ECO 202 Principles of Microeconomics (3)]
ENG 111 College Composition I (3)
MTH 130 Fundamentals of Reasoning (3)
[or MTH 154 Quantitative Reasoning (3)]
HUM EEE Humanities Elective (3) *See pages 163-165*
NAS EEE Natural Sciences Elective (3-4) *See pages 163-165*

Program Requirements (48 Credits):

ACC 211 Principles of Accounting I (3)
BUS 100 Introduction to Business (3)
BUS 111 Principles of Supervision I (3)
BUS 112 Principles of Supervision II (3)
BUS 165 Small Business Management (3)
BUS 200 Principles of Management (3)
BUS 205 Human Resource Management (3)
BUS 241 Business Law I (3)
BUS 290 Coordinated Internship (3)
[or BUS 297 Cooperative Education (3)]
BUS 299 Supervised Study/Business Management (1)
FIN 215 Financial Management (3)
ITE 115 Intro. Computer Applications & Concepts (3)
ITE 140 Spreadsheet Software (3)
ITN 260 Network Security Basics (3)
MKT 100 Principles of Marketing (3)
MKT 260 Customer Service Management (3)
SDV 108 College Survival Skills (1)
PED/HLT EEE Wellness Elective (1) *See pages 163-165*

Minimum required for degree: 66-67 Credits

General Business

Award: Certificate
Length: 31 credits

Purpose: This program is designed to provide additional knowledge and skills for persons seeking immediate employment in local business and those who wish to become better prepared to operate their own small business.

Occupational Objectives: Employment opportunities might include assistant department head, office manager, small business manager or assistant manager.

Admission Requirements: Students must meet the general admission requirements established by the college. Students with deficiencies in English or mathematics must complete appropriate developmental education courses. Students with deficiencies in computer skills will complete additional coursework.

Curriculum Requirements: Students must satisfactorily complete each of the requirements listed below in order to be awarded this certificate.

Program Learning Outcomes: A student will be able to:

- demonstrate effective written communication skills in a business setting;
- apply mathematical reasoning skills to formulate and solve problems;
- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- apply the principles of financial accounting;
- demonstrate proficiency in personal computer operations and applications;
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork; and
- describe contemporary approaches to management and methods to create a positive work environment.

General Education Requirements (9 Credits):

ECO	201	Principles of Macroeconomics (3)
		[or ECO 202 Principles of Microeconomics (3)]
ENG	111	College Composition I (3)
MTH	130	Fundamentals of Reasoning (3)

Program Requirements (22 Credits):

ACC	211	Principles of Accounting I (3)
BUS	100	Introduction to Business (3)
BUS	111	Principles of Supervision I (3)
BUS	200	Principles of Management (3)
BUS	241	Business Law I (3)
ITE	115	Intro. to Computer Applications & Concepts (3)
MKT	100	Principles of Marketing (3)
SDV	108	College Survival Skills (1)

Minimum required for certificate: 31 Credits

Management Assistant

Award: Career Studies Certificate
Length: 25 credits

Purpose: This program is designed to provide an individual with basic foundation management skills in the area of general management principles, human resources, communications, psychology, and accounting.

Program Learning Outcomes: A student will be able to:

- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- demonstrate ability to reason critically and problem-solve; and
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork.

ACC	211	Principles of Accounting I (3)
BUS	200	Principles of Management (3)
BUS	205	Human Resource Management (3)
CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
ITE	115	Intro. to Computer Applications & Concepts (3)
MKT	260	Customer Service Management (3)
MTH	130	Fundamentals of Reasoning (3)
SDV	108	College Survival Skills (1)

Minimum required for career studies certificate: 25 Credits

Supervision

Award: Career Studies Certificate
Length: 28 credits

Purpose: This program is designed to provide the business professional with skills related to the effective supervision of personnel.

Program Learning Outcomes: A student will be able to:

- describe and use general business knowledge and skills, including managerial and supervisory concepts;
- demonstrate accepted ethical behaviors and interpersonal skills that reflect an understanding of diversity and teamwork; and
- describe contemporary approaches to management and methods to create a positive work environment.

BUS	111	Principles of Supervision I (3)
BUS	112	Principles of Supervision II (3)
BUS	200	Principles of Management (3)
BUS	205	Human Resource Management (3)
CST	110	Introduction to Communication (3)
ENG	111	College Composition I (3)
ITE	115	Intro. Computer Applications & Concepts (3)
ITN	260	Network Security Basics (3)
MKT	260	Customer Service Management (3)
SDV	108	College Survival Skills (1)

Minimum required for career studies certificate: 28 Credits

Advising Sheet Suggested Schedules: Courses in advising sheets are displayed under the semester in which the courses are regularly offered. It is possible that a course shown on the schedule for a particular semester may not be offered due to low enrollment or other factors.

Advising Sheet for AAS: Business Technology: Major: Management 2018-2019

Developmental English Pre-requisites met: _____yes _____no			
Required	ENF1	ENF2	ENF3
Met			

Developmental Math Pre-requisites met: _____yes _____no			
Required	MOD1	MOD2	MOD3
Met			

NOTE: Classes that are shaded meet the requirements of the Certificate in General Business. Classes marked with an (M) meet the requirements of the Career Studies Certificate in Management Assistant. Class marked with an (S) meet the requirements of the Career Studies Certificate in Supervision.

Fall Semester Courses:				**Completed**
S	BUS 100	Introduction to Business	3.0	_____
M/S	CST 110	Introduction to Speech Communication	3.0	_____
M/S	ENG 111	College Composition I	3.0	_____
M	ACC 211	Principles of Accounting I	3.0	_____
M/S	BUS 205	Human Resource Management	3.0	_____
M/S	SDV 108	College Survival Skills	1.0	_____
		Total	16	

Next actions which follow or can be accomplished during the First semester
1. During Early Bird Registration, meet with your academic advisor to enroll in next semester

Spring Semester Courses:				**Completed**
M/S	BUS 200	Principles of Management	3.0	_____
S	ECO 201	Principles of Macroeconomics	3.0	_____
	HUM EEE	Humanities Elective	3.0	_____
M/S	ITE 115	Introduction to Computer Applications and Concepts	3.0	_____
S	BUS 111	Principles of Supervision I	3.0	_____
M	MTH 130	Fundamentals of Reasoning	3.0	_____
		Total	18	

Next actions which follow or can be accomplished during the Second semester
1. During Early Bird Registration, meet with your academic advisor to enroll in next semester.

Fall Semester Courses:				**Completed**
S	BUS 112	Principles of Supervision II	3.0	_____
	BUS 241	Business Law I	3.0	_____
	ITN 260	Network Security Basics	3.0	_____
	MKT 100	Principles of Marketing	3.0	_____
	ITE 140	Spreadsheet Software	3.0	_____
	PED/HLT EEE	Wellness Elective	1.0	_____
		Total	16	

Next actions which follow or can be accomplished during the Third semester
1. During Early Bird Registration, meet with your academic advisor to enroll in next semester.
2. Apply for graduation.

Spring Semester Courses:				**Completed**
	BUS 165	Small Business Management	3.0	_____
	BUS 290	Coordinated Internship	3.0	_____
	BUS 299	Supervised Study In	1.0	_____
	FIN 215	Financial Management	3.0	_____
	MKT 260	Customer Service Management	3.0	_____
	NAS EEE	Natural Sciences Elective	4.0	_____
		Total	17	