

## Business Management (BUS)

This program provides a basic knowledge of essential business practices and procedures within a broad framework of business management principles. Noted for its flexibility, the program gives students the opportunity to select courses from a career emphasis in management and/or marketing. Graduates are employed in private and public sector entry-level employment positions including sales, personnel, banking, marketing, management and administration.

Students interested in transferring to an upper-division college/university should refer to the Business Administration Transfer program.

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Upon successful completion of the BUS program, the student will be able to:

- Write various styles of business correspondence.
- Demonstrate computer skills using business software.
- Prepare business reports including the income statement and the balance sheet.
- Demonstrate application of business law.
- Apply human relations and communications skills in the business world.
- Demonstrate application of basic management and marketing principles.

Courses should be selected in consultation with an advisor.

The following microcredentials stack into the BAT Program: Basic Bookkeeping and Small Business Management.

### First Semester

Course No.	Descriptive Title	Credit Hours
ENG 101	Composition I	3
MAT 118 or Math elective	Elementary Statistics or Math elective (a)	3
BUS 102	Foundations of Business	3
CIS 111	Computer Systems and Applications	3
BHS 103	Social Problems in Today's World	3
<b>TOTAL</b>		<b>15</b>

### Second Semester

Course No.	Descriptive Title	Credit Hours
ENG 102	Composition II	3
CIS 213	Advanced Computer Applications	3
American History	Appendix D	3
Accounting (b) ACC 101 OR ACC 104	3-4	

Business Elective (b)	3	
<b>TOTAL</b>		<b>15-16</b>

### Third Semester

Course No.	Descriptive Title	Credit Hours
BUS 210	Business Communication	3
BUS 215	Business Law I	3
BUS 204	Business Organization & Management	3
Business Elective (b)	3	
Free Elective (c)		3-4
<b>TOTAL</b>		<b>15-16</b>

### Fourth Semester

Course No.	Descriptive Title	Credit Hours
Science (d)		4
General Education Electives (e)		6
Business Elective (b)		3
BUS 290 OR	Business Internship OR	
Business Elective (b)		3
<b>TOTAL</b>		<b>16</b>
	<b>TOTAL CREDIT HOURS</b>	<b>61</b>

a. MAT 109 or higher, MAT 118 recommended.

b. Select any BUS, ACC course or CIS 107, SPE 101, SPE 210, SPE 219.

c. Click here for a full discussion of the free elective requirement. The subject area for Business Administration includes all courses labeled BUS and ACC.

d. Science Courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences and physics. See General Education Requirements.

e. General Education Elective: Choose two courses from Appendix A, E, F, H, or I. The two courses must be from two different appendices to fulfill this requirement. Click here for General Education Requirements.