

Business Management A.A.S. (BMG)

The Business Management Associate Degree program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This program is designed to provide the student with a knowledge of general business procedures and other areas which will contribute to preparation to enter business as an owner, customer service representative, sales representative, assistant manager or supervisor trainee.

Upon successful completion of this program, graduates will be able to:

- describe the business enterprise concept, including ethical considerations.
- produce conventional written business communications.
- recognize supervisory skills and standard management procedures.
- apply fundamental accounting principles and procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- demonstrate and integrate computer literacy.
- apply critical thinking, team building, and problem-solving skills.
- demonstrate how supply and demand drive a market economic system

First Semester		Credits
ACC 160	Principles of Accounting I	3
BUS 109	Business as a Major	1
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computers and Applications	3
ENG 105	Research and Composition	3
Elective ⁺	Mathematics	3-4
		16-17

Second Semester		Credits
ACC 161	Principles of Accounting II	3
AOT 112*	Keyboarding I	1
BUS 221	Principles of Marketing	3
ENG 107**	Writing in the Workplace	3
IDS 105	Thinking, Problem Solving, and Team Building	3
		13

Third Semester		Credits
BUS 209	Business Communications	3
BUS 211	Principles of Management	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
Elective [♦]	Free Elective	3
		15

Fourth Semester		Credits
BUS 252	Human Resource Management	3
BUS 284	Business Internship	
or BUS 285	Global Business Practice Firm	4-6
ECO 202	Principles of Microeconomics	3
CIS 110	Business Information Systems	3.5
Elective	Science	3-4
		16.5-19.5

Credit Total 60.5

Students should take BUS 109 in the first semester.

*Placement testing is available for AOT 112.

**Or ENG 106 for those who wish to transfer.

⁺Recommended math electives:

MAT 118, 150, 155, and 160.

[♦]Recommended elective: Any AOT; any BUS; ACC 203, 205; CIS 111; CMN 110; ENG 111; HRM 201; PSY 142.

Credit will not be given toward graduation requirements for both MAT 150 and BUS 150.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

RSS 099	Basic Skills Reading	3
RSS 100	Critical Reading	3
ENG 099	Basic Skills Writing	3
ENG 100	Fundamentals of Writing	3
MAT 090	Mathematical Literacy	6
ESL 251	English for Academic Purpose	6
		(Required for ESL students only.)

Please note, taking gateway courses will increase your time for completion.