

BUSINESS MANAGEMENT



A.A.S. Degree

Minimum 67 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DBMM

FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115*	Keyboarding	1
IT 119	Basic Software Applications	3
BUS 297	Business Law I	3
BUS 236	Spreadsheet Applications	3
Total Hours		16

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
MATH 151 or MATH 128 or MATH 144	Occupational Math College Algebra Heart of Mathematics	4
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
BUS 298	Legal & Social Environment of Business	3
BUS/IT	ELECTIVE (see list below)	3
Total Hours		16

SECOND YEAR

Fall Semester		Credit Hrs
ECON 121 or ECON 122	Macroeconomics Microeconomics	3
BUS 234	Office Systems Mgmt	3
BUS 133	Business Communications	3
BUS 191	Financial Accounting	3
BUS 276 or BUS 278	Marketing Sales	3
BUS 134	Personal Finance	3
Total Hours		18

Spring Semester		Credit Hrs
SCIENCE OR HEALTH**		3/4
BUS 193	Computerized Accounting	3
BUS 256	Business-Career Development	2
BUS 271	Business Org. & Mgt.	3
BUS 235	Human Resource Mgt.	3
BUS 192	Managerial Accounting	3
Total Hours		17/18

Fall Only Courses: BUS 236-Spreadsheet Applications, BUS 234-Office Systems Management, BUS 276-Marketing, BUS 278-Sales, BUS 134-Personal Finance.

Spring Only Courses: BUS 193-Computerized Accounting, BUS 256-Business-Career Development, BUS 271-Business Organization & Management, BUS 235-Human Resource Management.

*BUS 115 (Keyboarding) may be waived or proficiencies if the student has prior keyboarding skills. (If waived, minimum of 67 semester hours still needed for AAS degree.)

**SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Introduction to Nutrition, BIOL 121-4 Introductory Biology, BIOL 141-4 Environmental Biology, BOT 121-4 Introduction to Botany, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

BUS/IT ELECTIVE: BUS 132-3 Word Processing, IT 135-3 Advanced Applications, BUS 259-3 Small Business Management, BUS 258-3 Electronic Communications, BUS 290-3 Selected Topics in Business and BUS 273-3 Business Internship may be used as electives with prior approval

Through the unique Capstone Program at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Business Management can be applied toward a four-year B.S. Degree. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an Application for Admission to SIU-C and an Application to the Capstone Program. Students must have an OGPA of 2.25. Students interested in transferring to SIU-C should choose the following options: ENG 122, MATH 144, PSYC 121, and a SCIENCE.

Articulation Agreement with In-District High Schools: Students of the Ohio Wabash Valley Regional Vocational System who have at the high school level successfully completed one semester of Keyboarding (SIC BUS 115), one year of Computer Concepts and Applications (SIC IT 119), and have graduated high school within the past two years may receive from 1-4 semester hours of credit for these courses. Credit will be affixed to the official college transcript after the student completes 15 hours of credit in the Business Management Program with a GPA of 2.5 or better. Credit is added to the student's semester hours earned but is not calculated in the student's overall grade point average. (Students who have been out of high school for over 2 years may register for the course, then take a proficiency exam within the first two weeks of class to obtain credit.) Students may get application forms from high school or college business instructors.

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

NOTE: Because of the constant change in technology, this curriculum is updated as needed. Students who do not complete a business or computer curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study and keep updated with technological changes.

Career Opportunities:

Owner or Manager of a New or Existing Small Business, Financial Bookkeeper, Office Manager, Sales or Service Manager, Billing Manager, Accounting or Statistical Clerk, Payroll and Timekeeping Clerk, Customer Service Representative, Property Manager.

Major Employers:

Manufacturing Firms, Wholesale and Retail Trade Firms; Banks Financial Services, and Insurance Firms; Mining Companies; Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.