

# BUSINESS MANAGEMENT



A.A.S. Degree  
Online Degree Program

Minimum 64 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
PSYC 131 or PSYC 121	Human Relations Introduction to Psychology	3
MATH 151 or Higher Level	Occupational Math	4
IT 119	Basic Software Applications	3
BUS 115*	Keyboarding	1
BUS 236	Spreadsheet Applications	3
Total Hours		17

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
BUS 111	Introduction to Business	3
BUS 133	Business Communications	3
BUS 191	Financial Accounting	3
BUS 297	Business Law I	3
Total Hours		15

## SECOND YEAR

Fall Semester		Credit Hrs
ECON 121 or ECON 122	Macroeconomics Microeconomics	3
BUS 234 or BUS 271	Office Systems Mgmt Business Org. & Mgt.	3
BUS 134	Personal Finance	3
BUS 192	Managerial Accounting	3
BUS 276 or BUS 278	Marketing Sales	3
Total Hours		15

Spring Semester		Credit Hrs
SCIENCE OR HEALTH**		3/4
BUS 193	Computerized Accounting	3
BUS 256	Business-Career Development	2
BUS 132	Word Processing	3
BUS 235	Human Resource Mgt.	3
BUS 298	Legal and Social Environment of Business	3
Total Hours		17/18

\*BUS 115 (Keyboarding) may be waived or proficiencied 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.

**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, 2<sup>nd</sup> 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.