

BUSINESS MANAGEMENT



A.A.S. Degree

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
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 132	Word Processing	3
Total Hours		16

SECOND YEAR

Fall Semester		Credit Hrs
ECON 121 or ECON 122	Macroeconomics Microeconomics	3
BUS 234 or BUS 271	Office Systems Mgmt Business Org. & Management	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 235	Human Resource Mgt.	3
BUS 192	Managerial Accounting	3
Total Hours		14/15

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 Plants and Society, CHEM 123-4 Basic Inorganic Chemistry, PHYS 121-4 Basic Physics.

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.

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.