

The **Associate of Applied Science (A.A.S.) Business Management** degree is generally **non-transferable** to four-year academic institutions and is only for students who plan to work in a variety of office settings. Such jobs might include administrative assistant, executive assistant, or office manager positions. The two-year program provides students with a strong foundation in cross-functional business processes and the application of information systems to support them. Course work includes communication and customer service skills, QuickBooks accounting and Excel software, and introductory business courses. This program is available 100% online.

### Degree Requirements

#### Freshman Year - Fall Semester

▪ BADM 1000 - Introduction to Business	Credits: 3	
▪ ENGL 1010 - English Composition I	Credits: 3	
▪ MATH 1000 - Problem Solving	Credits: 3	
▪ Western Experience Course	Credits: 1	
▪ ECON 1010 - Macroeconomics	Credits: 3	
▪ Human Societies and Individual Course	Credits: 3	<i>Subtotal: 16</i>

*Freshman Year - Fall Semester Notes: In addition to ENGL 1010, students may be required to also take ENGL 1011 (2 credits) due to placement, adding 2 additional credits to their graduation total. MATH 1000 or higher; MATH 1400 encouraged.*

#### Freshman Year - Spring Semester

▪ ENGL 2005 - Writing in Technology and the Sciences	Credits: 3	
▪ CMAP 1200 - Computer Information Systems	Credits: 3	
▪ ACCT 1005 - Practical Accounting I	Credits: 3	
▪ MGT 1000 - Introduction to Supervision	Credits: 3	
▪ Business Elective	Credits: 3	<i>Subtotal: 15</i>

*Freshman Year - Spring Semester Notes: ENGL 2005 may be replaced with ENGL 1020. Major Area Coursework can be any course from the following departments: ACCT, BADM, BUSN, DSCI, ECON, FIN, MGT, or MKT. Courses should be determined by advisor and student. ACCT 1005 may be replaced with ACCT 2010. CMAP 1200 may be replaced with COSC 1200.*

#### Sophomore Year - Fall Semester

▪ MKT 3210 - Principles of Marketing	Credits: 3	
▪ MGT 3110 - Business Ethics	Credits: 3	
▪ Elective	Credits: 2	
▪ COMM 1030 - Interpersonal Communication	Credits: 3	
▪ Business Elective	Credits: 3	<i>Subtotal: 14</i>

*Sophomore Year - Fall Semester Notes: COMM 1030 may be replaced with COMM 2010. Electives can be from any department 1000 level or higher. Courses should be determined by advisor and student. Business Electives can be any course from the following departments: ACCT, BADM, BUSN, DSCI, ECON, FIN, MGT, or MKT. Courses should be determined by advisor and student.*

#### Sophomore Year - Spring Semester

▪ BADM 2010 - Legal Environment of Business	Credits: 3	
▪ MGT 1200 - Intro to Human Resources	Credits: 3	
▪ IMGMT 2400 - Introduction to Information Management	Credits: 3	
▪ MGT 3210 - Management and Organization	Credits: 3	
▪ Elective	Credits: 3	<i>Subtotal: 15</i>

*Sophomore Year - Spring Semester Notes: Electives can be from any department 1000 level or higher. Courses should be determined by advisor and student.*

**Total Credit Hours: 60**

*All courses must be completed with a "C" or better to earn the A.A.S. degree in Business Management. Degree is Non-Transferable.*