

Area of Study: **Business and Information Technology**

Pathway: **Business Management**

Degree Type: **Associate in Applied Science**

Curriculum Code: **BUS.MGT.AAS (C206B)**

(Total Program Credits: 60-62)

The Business Management curriculum provides students with employment or advancement in business, industry, government or service organizations. The curriculum is intended to serve the needs of students who want to enter management positions and to enable those already in management to upgrade their skills and potential for growth. Skills are developed in communication, management of personnel, accounting, customer service and technology.

In addition, a certificate program in Business Management is available for those students who prefer a selection of business courses but do not wish to enter a degree program at this time.

PROGRAM LEARNING OUTCOMES:

At the successful completion of the Associate in Applied Science Degree in Business Management program, the graduate will be able to:

- describe the economic system of the United States, including the significance of key economic indicators (especially GDP), productivity, and the business cycle;
- analyze the role of the Federal Reserve System in the United States;
- describe how managers use organizational resources efficiently and effectively;
- describe the importance of practicing superior customer service in a business environment;
- differentiate between organizational structures operating in today’s business world;
- discuss the impact of effective communication in organizations; and
- differentiate between entrepreneurship, partnership, and a corporation.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor.

Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses.

Developmental education courses do not transfer. They assist students in the path towards college credit.

Program Map for Full-Time Students

Semester One: Fall	Category	Next Steps
ACC 100 Basic Accounting (3) Or ACC 101 Financial Accounting (4)	<i>Required</i>	Meet with your Academic Advisor to create an academic plan.
BUS 107 Microsoft Office in Business Applications (3) Or CIS 101 Computer Systems & Business Applications (3)	<i>Required</i>	Explore transfer institutions and admissions requirements by attending transfer events (if intending to transfer) .
BUS 141 Introduction to Business (3)	<i>Required</i>	
BUS 146 Business Computations (3)	<i>Required</i>	
RHT 101 Freshman Rhetoric & Composition I (3)	<i>Communications</i>	

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15-16 Credit hours

Notes: Grade of “C” or higher is an IAI requirement for RHT 101◊ and RHT 102◊.
 ACC 100◊ or ACC 101◊ is a prerequisite for ACC 105◊. ACC 100◊ and ACC 103◊ are not transferable to all universities.
 ACC 100◊ or ACC 101◊; ACC 103◊ or ACC 105◊; BUS 146◊ and BUS 149◊ meets the Mathematics and/or Science general education requirement. For students intending to go directly into the workforce take BUS 146◊.

Semester Two: Spring	Category	Next Steps
ACC 103 Basic Accounting II (3) Or ACC 105 Managerial Accounting (3)	<i>Required</i>	Meet with your Academic Advisor to update your academic (and transfer plan, if intending to transfer).
BUS 149 Elementary Statistics (3)	<i>Mathematics</i>	
BUS 150 Principles of Management (3)	<i>Required</i>	If intending to transfer, create a Transferology account to explore how coursework transfers and attend a Transfer 101 Workshop .
BUS 161 Business Law I (3)	<i>Required</i>	
BUS 171 Introduction to Customer Service (3)	<i>Required</i>	

15 Credit Hours

Note: ACC 100◊ and ACC 103◊ are not transferable to all universities.
 ACC 100◊ or ACC 101◊; ACC 103◊ or ACC 105◊; BUS 146◊ and BUS 149◊ meets the Mathematics and/or Science general education requirement.

Semester Three: Fall	Category	Next Steps
BUS 188 Business Writing (3)	<i>Required</i>	Meet with your Academic Advisor to update your academic (and transfer plan, if intending to transfer).
BUS 200 Introduction to Human Resource Management (3)	<i>Required</i>	
BUS 212 Principles of Finance (3)	<i>Required</i>	Attend a Ready to Apply Workshop .
ECO 102 Macroeconomics (3)	<i>Social and Behavioral Science (3)</i>	
General education/Humanities and Fine Art (3-4)	<i>Humanities/Fine Arts (3)</i>	

15-16 Credit hours

Semester Four: Spring	Category	Next Steps
BUS 127 Principles of Marketing (3)	<i>Required</i>	Meet with your Academic Advisor to finalize your transfer plan and apply to your transfer institution(s)
BUS 262 Business Law II (3)	<i>Required</i>	

BUS 285 Project Management (3)	<i>Required</i>	if intending to transfer. Submit graduation petition by deadline (check for the specific date in catalog or syllabi.)
SPE 101 Principles of Effective Speaking (3)	<i>Communications (3)</i>	
Program Electives (3)	<i>Program Electives</i>	

15 Credit hours

Note: Students must complete RHT 101 \diamond , with SPE 101 \diamond , or RHT 101 \diamond with RHT 102 \diamond . Students intending to transfer are encouraged to complete all three courses: RHT 101 \diamond , RHT 102 \diamond and SPE 101 \diamond to meet university requirements.

Program Electives (3):	
Any ACC, BUS, or CIS course (3)	

Graduation Requirements

General Education requirements:

Total semester hours required in *general education* toward the AAS Degree **15**

Total semester hours for *program required courses, program specific electives and other electives* toward the AAS Degree in Business Management **45**

Minimum total semester hours required for the AAS Degree **60**

General Education requirements by discipline:

- 1. Communications:** Two courses (six semester hours). Department choice of RHT 101 and RHT 102 or RHT 101 with SPE 101. If transferring, it is suggested to take all three courses.
- 2. Social and Behavioral Sciences or Humanities or Fine Arts:** Two courses (six semester hours are required for graduation; department choice whether courses are taken from each discipline or two courses from same discipline, to include one approved [Human Diversity](#) course.
- 3. Mathematics or Physical or Life Science:** One course (three semester hours); review specific program requirements for your selected curriculum.

See *BUS course descriptions* (p.)

Coordinator: Dr. William M. Griffin, Ext. 3579 or williamgriffin@triton.edu