

SMALL BUSINESS MANAGEMENT
Associate in Applied Science (AAS) Degree

Minimum Credits: 63.0
Contact Hours: 64.75

INTRODUCTION: Self-employment is the goal of many individuals and one method of achieving this goal is to own a business. This program is designed to specifically help students prepare to manage a small firm. Students will gain a general business background with an emphasis on salesmanship, applied accounting, management, business, law, marketing, and retailing.

GENERAL EDUCATION COURSES (MEETS GRADUATION REQUIREMENTS)

COURSE	TITLE	CREDITS	CONTACT HOURS
ENG 111 or ENG 121	English Composition I or Advanced English Composition I	3.0	3.0
ENG 112 or ENG 122	English Composition II or Adv. English Composition II	3.0	3.0
ECN 231	Economics (Micro)	3.0	3.0
PLS 221 or PLS 222 or HST 221 & HST 222	American Government Requirement	3.0-6.0	3.0-6.0
SPE 121	Speech Communication	3.0	3.0
GENERAL EDUCATION CREDITS/CONTACT HOURS:		15.0-18.0	15.0-18.0

CORE PROGRAM COURSES (MEET WITH ACADEMIC ADVISOR TO DETERMINE CORE PROGRAM COURSES FOR CONCENTRATION AND TRANSFER)

COURSE	TITLE	CREDITS	CONTACT HOURS
BUS 121	Introduction to Business ^A	3.0	3.0
BUS 122	Personal Selling ^A	3.0	3.0
BUS 123	Principles of Accounting I or Accounting Elective ^A	3.0-4.0	3.0-4.0
BUS 125 or higher math	Business Math or higher math	3.0-5.0	3.0-5.0
BUS 127	Principles of Management ^A	3.0	3.0
BUS 128	Small Business Management ^A	3.0	3.0
BUS 221	Business Law ^A	3.0	3.0
BUS 222	Business Law ^A	3.0	3.0
BUS 235	Personnel Management ^A	3.0	3.0
BUS 241	Principles of Marketing ^A	3.0	3.0
BUS 248	Business Communications ^A	3.0	3.0
CIS 120	Introduction to Microcomputers	3.0	4.0
CORE PROGRAM CREDITS/CONTACT HOURS:		36.0-39.0	37.0-40.0

SUGGESTED ELECTIVES (MEET WITH ACADEMIC ADVISOR TO DETERMINE ELECTIVES FOR CONCENTRATION AND TRANSFER)

COURSE	TITLE	CREDITS	CONTACT HOURS
CIS 171, CIS 172, CIS 173	Spreadsheets	3.0	3.75
CIS 240	Multimedia Presentations	3.0	4.0
CIS 241	Introduction to Web Design & Management	3.0	4.0
Business Elective (choose 2 courses/6 credits)	BUS 115, BUS 116, BUS 117 Foundations in Personal Finance, BUS 229 Advertising, BUS 233 Management & Supervisory Leadership, BUS 262 Project Management, BIS 140 Proofreading & Editing for		
Computer Elective (total of 3 credits)	BUS 255 Business Application Software, BUS 257 Computerized Accounting Systems, CIS 140, Intro to Microsoft Client OS, CIS 151/152/153 Word Processing		
ELECTIVE CREDITS/CONTACT HOURS:		9.0	11.75
TOTAL MINIMUM PROGRAM CREDITS/CONTACT HOURS:		63.0	64.75

SUGGESTED SEQUENCING OF COURSES:

YEAR 1 (FALL SEMESTER) <u>18.0-21.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 1 (SPRING SEMESTER) <u>15.0-18.0</u> CREDITS		CREDITS	CONTACT HRS
ENG 111 or ENG 121 English Comp I	3.0	3.0	3.0	ENG 112 or ENG 122 English Comp II	3.0	3.0	3.0
BUS 125 or higher math	3.0-5.0	3.0-5.0	3.0-5.0	BUS 122 Personal Selling	3.0	3.0	3.0
Elective	3.0	3.0	3.0	BUS 127 Principles of Management	3.0	3.0	3.0
BUS 121 Introduction to Business	3.0	3.0	3.0	Computer Elective	3.0	3.75-4.0	
BUS 123 Princ of Acctg I or Acctg Elective	3.0-4.0	3.0-4.0	3.0-4.0	American Government Requirement	<u>3.0-6.0</u>	<u>3.0-6.0</u>	
CIS 120 Introduction to Microcomputers	<u>3.0</u>	<u>4.0</u>		TOTAL	15.0-18.0	15.75-19.0	
TOTAL	18.0-21.0	19.0-22.0					
YEAR 2 (FALL SEMESTER) <u>15.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 2 (SPRING SEMESTER) <u>15.0</u> CREDITS		CREDITS	CONTACT HRS
BUS 221 Business Law	3.0	3.0	3.0	BUS 222 Business Law	3.0	3.0	3.0
ECN 231 Economics (Micro)	3.0	3.0	3.0	BUS 248 Business Communications	3.0	3.0	3.0
SPE 121 Speech Communication	3.0	3.0	3.0	BUS 235 Personnel Management	3.0	3.0	3.0
BUS 128 Sm Business Mgt	3.0	3.0	3.0	BUS 241 Principles of Marketing	3.0	3.0	3.0
Business Elective	<u>3.0</u>	<u>3.0</u>		Business Elective	<u>3.0</u>	<u>3.0</u>	
TOTAL	15.0	15.0		TOTAL	15.0	15.0	

NOTES:

^A Included in occupational specialty – GPA of 2.0 or higher must be maintained in the area of occupational specialty