

# BUSINESS, ASSOCIATE OF ARTS (288)

## Program Coordinator

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The associate degree in business is a two-year program that quickly prepares students for employment in a variety of professional settings. Graduates may also complete a baccalaureate degree in several related areas.

## Concentrations

- Management Information Systems (BCMI)
- Real Estate (BCRE)
- Business Management (BCSB)
- Business Management Prep (BMGP)
- Office Management and Supervisor (BCMS)
- Leadership (BCLD)

## Program Requirements (60 hours)

The Business degree program requires a minimum of 60 hours including 15 hours of Colonnade Requirements, a business core of 24 credit hours, and concentration in one specialization from the following: Business Management, Business Management Preparation, Management Information Systems, Leadership, Office Management and Supervision, or Real Estate. Please check with your academic advisor for specific requirements.

| Code                          | Title   | Hours     |
|-------------------------------|---|-----------|
| <b>Core Courses</b>           |   |           |
| ACC 200C                      | Introductory Accounting—Financial   | 3         |
| ACC 201C                      | Introductory Accounting-Managerial  | 3         |
| CSCI 145C                     | Introduction to Computing   | 3         |
| BUS 100C                      | Introduction to Business  | 3         |
| FINC 161C                     | Personal Finance  | 3         |
| BUS 210C                      | Organization and Management   | 3         |
| BUS 212C                      | Principles of Marketing   | 3         |
| BUS 253C                      | Management Capstone   | 3         |
| <b>Colonnade Requirements</b> |   |           |
| ENG 100                       | Introduction to College Writing   | 3         |
| COMM 145                      | Fundamentals of Public Speaking and Communication <sup>1</sup>            | 3         |
|                               | Select an Arts and Humanities Foundations or Explorations course          | 3         |
|                               | Select a Social and Behavioral Science Foundations or Explorations course | 3         |
| MA 116C                       | College Algebra   | 3         |
| or MA 109C                    | General Mathematics   | 3         |
| <b>Total Hours</b>            |   | <b>39</b> |

<sup>1</sup> Students are encouraged to take the business and professional sections of this course.

## Business Management Concentration

| Code               | Title                                      | Hours     |
|--------------------|--|-----------|
| BUS 102C           | Introduction to Ethical Issues in Business | 3         |
| BUS 214C           | Business Communication                     | 3         |
| BUS 254C           | Office Administration                      | 3         |
| BUS 248C           | Supervisory Management                     | 3         |
| BUS 250C           | Business Entrepreneurship                  | 3         |
| BUS 257C           | Management of Human Resources              | 3         |
| BUS 270C           | Labor Relations Management                 | 3         |
| <b>Total Hours</b> |  | <b>21</b> |

## Business Management Preparation Concentration

| Code               | Title  | Hours     |
|--------------------|--|-----------|
| BUS 214C           | Business Communication   | 3         |
| BUS 257C           | Management of Human Resources  | 3         |
| MGMT 200C          | Legal Environment of Business  | 3         |
| ECO 206C           | Statistics   | 3         |
|                    | Select nine hours of advisor approved 300-level courses <sup>1</sup> | 9         |
| <b>Total Hours</b> |  | <b>21</b> |

<sup>1</sup> MGT, MKT, FIN, ECON, or ENT courses.

## Leadership Concentration

| Code               | Title   | Hours     |
|--------------------|---|-----------|
| BUS 214C           | Business Communication                                    | 3         |
| BUS 245C           | Managing Diversity in the Workplace                       | 3         |
| BUS 248C           | Supervisory Management                                    | 3         |
| BUS 257C           | Management of Human Resources                             | 3         |
| LEAD 200           | Introduction to Leadership Studies                        | 3         |
|                    | Select six hours of 300-level or above Leadership courses | 6         |
| <b>Total Hours</b> |   | <b>21</b> |

## Management Information Systems Concentration

| Code               | Title  | Hours     |
|--------------------|--|-----------|
| INS 181C           | Computer Programming I                                 | 3         |
| INS 182C           | Computer Operating System                              | 3         |
| INS 270C           | Electronic Spreadsheets                                | 3         |
| INS 272C           | Database Management                                    | 3         |
| INS 275C           | Web Page Design  | 3         |
|                    | Select two advisor-approved INS electives <sup>1</sup> | 6         |
| <b>Total Hours</b> |  | <b>21</b> |

<sup>1</sup> Internship strongly recommended.

## Office Management and Supervision Concentration

| Code     | Title                                      | Hours |
|----------|--|-------|
| BUS 102C | Introduction to Ethical Issues in Business | 3     |
| BUS 214C | Business Communication                     | 3     |
| BUS 225C | Records and Information Management         | 3     |

|                    |                                     |           |
|--------------------|-------------------------------------|-----------|
| BUS 245C           | Managing Diversity in the Workplace | 3         |
| BUS 248C           | Supervisory Management              | 3         |
| BUS 254C           | Office Administration               | 3         |
| BUS 257C           | Management of Human Resources       | 3         |
| <b>Total Hours</b> |                                     | <b>21</b> |

### Real Estate Concentration

| Code                                    | Title                           | Hours     |
|---|---------------------------------|-----------|
| RE 170C                                 | Essentials of Real Estate       | 3         |
| RE 171C                                 | Real Estate Brokerage Operation | 3         |
| RE 272C                                 | Real Estate Finance             | 3         |
| RE 273C                                 | Real Estate Law                 | 3         |
| RE 274C                                 | Real Estate Appraisals          | 3         |
| Select a Real Estate elective           |                                 | 3         |
| Select a Business elective <sup>1</sup> |                                 | 3         |
| <b>Total Hours</b>                      |                                 | <b>21</b> |

<sup>1</sup> BUS 230C Internship strongly recommended.