

# SMALL BUSINESS MANAGEMENT

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

DESCRIPTION: 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 REQUIREMENTS CREDITS: 15

ECN 231 ECONOMICS (MICRO) (3/3)  
ENG 111 *or* ENGLISH COMPOSITION I (3/3) *or*  
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)  
ENG 112 *or* ENGLISH COMPOSITION II (3/3) *or*  
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)  
PLS 221 *or* AMERICAN GOVERNMENT REQUIREMENT (3/3)  
PLS 222 *or*  
HST 221 & HST 222

SPE 121 *or* SPEECH COMMUNICATION (3/3) *or*  
SPE 123 PUBLIC COMMUNICATION (3/3)

## CORE PROGRAM REQUIREMENTS CREDITS: 37

BUS 121 INTRODUCTION TO BUSINESS (3/3)<sup>A</sup>  
BUS 122 PERSONAL SELLING (3/3)<sup>A</sup>  
BUS 123 PRINCIPLES OF ACCOUNTING I (4/4)<sup>A</sup>  
BUS 125 *or higher* BUSINESS MATH (3/3) *or higher math*  
BUS 127 PRINCIPLES OF MANAGEMENT (3/3)<sup>A</sup>  
BUS 128 SMALL BUSINESS MANAGEMENT (3/3)<sup>A</sup>  
BUS 221 BUSINESS LAW I (3/3)<sup>A</sup>  
BUS 222 BUSINESS LAW II (3/3)<sup>A</sup>  
BUS 235 HUMAN RESOURCES MANAGEMENT (3/3)<sup>A</sup>  
BUS 241 PRINCIPLES OF MARKETING (3/3)<sup>A</sup>  
BUS 248 BUSINESS COMMUNICATIONS (3/3)<sup>A</sup>  
CIS 120 INTRODUCTION TO MICROCOMPUTERS (3/4)

## SUGGESTED ELECTIVES CREDITS: 9

BUSINESS ELECTIVES (CHOOSE 6 CREDITS):  
BUS 115, 116, 117 FOUNDATIONS IN PERSONAL FINANCE (3/3)  
BUS 124 PRINCIPLES OF ACCOUNTING II (4/4)  
BUS 229 ADVERTISING (3/3)  
BUS 233 MANAGEMENT & SUPERVISORY LEADERSHIP (3/3)  
BUS 262 PROJECT MANAGEMENT (3/4)  
BIS 140 PROOFREADING & EDITING FOR BUS PROF (3/4)  
ECN 232 ECONOMICS (MACRO) (3/3)

COMPUTER ELECTIVE (CHOOSE 3 CREDITS):  
BUS 255 BUSINESS APPLICATION SOFTWARE (3/4)  
BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1/5/2)  
CIS 140 INTRODUCTION TO MICROSOFT CLIENT OS (3/4)  
CIS 151, 152, 153 WORD PROCESSING (3/3.75)  
CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)  
CIS 240 MULTIMEDIA PRESENTATIONS (3/4)  
CIS 241 INTRODUCTION TO WEB DESIGN & MGT (3/4)  
CIS 250 DESKTOP PUBLISHING (3/4)

**MINIMUM 61 CREDIT HOURS/62.75 CONTACT HOURS**

NOTES:

<sup>A</sup> Included in occupational specialty.

GPA of 2.0 or higher must be maintained in occupational specialty courses

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SUGGESTED SEQUENCE OF COURSES

## YEAR 1 (FALL SEMESTER) CREDITS: 16

BUS 121 INTRODUCTION TO BUSINESS (3/3)  
BUS 123 PRINCIPLES OF ACCOUNTING (4/4)  
BUS 125 *or higher* BUSINESS MATH (3/3) OR HIGHER MATH  
CIS 120 INTRODUCTION TO MICROCOMPUTERS (3/4)

ENG 111 *or* ENGLISH COMPOSITION I (3/3) *or*  
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

## YEAR 1 (SPRING SEMESTER) CREDITS: 15

BUS 127 PRINCIPLES OF MANAGEMENT (3/3)  
BUS 241 PRINCIPLES OF MARKETING (3/3)  
ENG 112 *or* ENGLISH COMPOSITION II (3/3) *or*  
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)  
PLS 221 *or* AMERICAN GOVERNMENT REQUIREMENT (3/3)  
PLS 222 *or*  
HST 221 & HST 222  
ELECTIVE (3/3.75)

## YEAR 2 (FALL SEMESTER) CREDITS: 15

BUS 122 PERSONAL SELLING (3/3)  
BUS 221 BUSINESS LAW (3/3)  
ECN 231 Economics (Micro) (3/3)  
SPE 121 *or* SPEECH COMMUNICATION (3/3) *or*  
SPE 123 PUBLIC COMMUNICATION (3/3)  
ELECTIVE (3/3)

## YEAR 2 (SPRING SEMESTER) CREDITS: 15

BUS 128 SMALL BUSINESS MANAGEMENT (3/3)  
BUS 222 BUSINESS LAW (3/3)  
BUS 235 HUMAN RESOURCES MANAGEMENT (3/3)  
BUS 248 BUSINESS COMMUNICATIONS (3/3)  
ELECTIVE (3/3)