

Business Management (BM)

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The Business Management degree program combines sound business training with on-the-job experience. Classroom experience includes understanding contemporary practices in management, marketing, human resources, accounting, and organizational development. Students also learn about effective use of time, money, materials, and people to improve business results. Through cooperative education work experience, students gain valuable insight and "how to" experience in assessing and solving management challenges that businesses deal with every day. Graduates earn an Associate of Applied Business degree.

For more information, please contact the Business Technologies Division at (513) 569-1620.

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Semester 1		Lec	Lab	Credits
ECO 105	Principles of Microeconomics (G)	3	0	3
ENG 101	English Composition 1 (G)	3	0	3
MGT 101	Principles of Management (B)	3	0	3
MKT 101	Principles of Marketing (B)	3	0	3
FYE 1XX First Year Experience Elective (B)		1	0	1
IM 1XX Computer Elective (B)		2	3	3
Semester 2				
ACC 101	Financial Accounting (B)	2	2	3
BUS 190	Professional Practices (B)	1	0	1
LAW 101	Business Law (B)	3	0	3
MGT 105	Human Resource Management (T)	3	0	3
ENG 10X English Composition Elective (G)		3	0	3
MAT XXX Mathematics Elective (G)		3	0	3
Semester 3				
MGT 291	Full-Time Cooperative Education 1: Management (T)	1	40	2
Semester 4				
MGT 220	Leadership (T)	3	0	3
MKT 130	Professional Selling (T)	3	0	3
XXX XXX Business Elective 1 (T)		3	0	3
XXX XXX Business Elective 2 (T)		3	0	3
Semester 5				
MGT 292	Full-Time Cooperative Education 2: Management (T)	1	40	2
Semester 6				
FIN 150	Business Finance (T)	3	0	3
MGT 130	Project Management (T)	3	0	3
MGT 140	Quality Management (T)	3	0	3
MGT 290	Business Management Capstone (T)	2	2	3

XXX XXX Arts/Humanities Elective (G)	3	0	3
Total Credits:	58	87	63

Electives

First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

Computer Elective

IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3
IM 120	Electronic Spreadsheets: Microsoft Excel	3

English Composition Elective

ENG 102	English Composition 2: Contemporary Issues	3
ENG 103	English Composition 2: Writing about Literature	3
ENG 105	English Composition 2: Business Communication	3

Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 132	Statistics 2	3
MAT 151	College Algebra	4
MAT 215	Business Calculus	6
MAT 251	Calculus 1	5
MAT 252	Calculus 2	5

Business Elective (six credit hours required)

ACC 102	Managerial Accounting	3
FIN 100	Personal Finance	3
FIN 120	Risk and Insurance	3
MGT 120	Entrepreneurship	3
MGT 125	Business Ethics	3
MKT 161	Branding and Product Development	1
MKT 162	Sales Promotion	1
MKT 163	Services and Non-Profit Marketing	1
MKT 164	Social Media and Consumer Engagement	1
MKT 205	Marketing Research	3
MKT 215	Advertising and Public Relations	3
MKT 231	Direct and Database Marketing	1
MKT 232	Integrated Marketing Communications	1
MKT 233	Sales Management	1

Arts/Humanities Elective

Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130

Faculty

Program Chair

Paula Kirch Smith, M.Ed., CHE
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Co-op Coordinator

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Advisors

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Courses

BUS 150 Automotive Services ATS: Advanced Standing

30 Credits. 30 Lecture Hours. 0 Lab Hour.

Students complete apprenticeship education, industry training programs, or work experience related to skills used in the automotive services industry.

Prerequisites: Program Chair consent

Instructor Consent Required

BUS 190 Professional Practices

1 Credit. 1 Lecture Hour. 0 Lab Hour.

A course that prepares students in Business Technologies programs for a successful cooperative education experience. Topics include: exploring career options, preparing a resume, developing interviewing skills, building a professional presence, and understanding professional ethics. Students must earn a grade of C or higher to pass this course.

Prerequisites: AFL 085 or appropriate placement test score

BUS 191 Part-Time Cooperative Education 1: Business

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS190

BUS 192 Part-Time Cooperative Education 2: Business

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 191

BUS 193 Part-Time Cooperative Education 3: Business

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 192

BUS 194 Part-Time Cooperative Education 4: Business

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 193

BUS 195 Part-Time Cooperative Education 5: Business

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 194

BUS 196 Part-Time Cooperative Education 6: Business

1 Credit. 1 Lecture Hour. 20 Lab Hours.

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 195

BUS 198 First Year Special Topics in Business

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

BUS 199 First Year Independent Project in Business

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

BUS 280 Cooperative Education Seminar 1

3 Credits. 3 Lecture Hours. 0 Lab Hour.

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co op coordinator consent

Instructor Consent Required

BUS 285 Cooperative Education Seminar 2

3 Credits. 3 Lecture Hours. 0 Lab Hour.

Students participate in activities that enhance employment options in a chosen career field, as an alternative to traditional cooperative education experience. A minimum grade of C is required to pass the course.

Prerequisites: Co op coordinator consent

Instructor Consent Required

BUS 290 Business Competencies

1 Credit. 1 Lecture Hour. 0 Lab Hour.

Students complete projects and community service activities that develop their business competencies and skills. Topics include: job search, negotiations, customer service, professional ethics, public service, and cultural diversity. A minimum grade of C is required to pass the course.

Prerequisites: BUS 190 and co op coordinator consent

Instructor Consent Required

BUS 291 Full-Time Cooperative Education 1: Business

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190

BUS 292 Full-Time Cooperative Education 2: Business

2 Credits. 1 Lecture Hour. 40 Lab Hours.

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 291

BUS 293 Full-Time Cooperative Education 3: Business

2 Credits. 2 Lecture Hours. 40 Lab Hours.

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 292

BUS 298 Second Year Special Topics in Business

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A course on selected topics related to Business, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: Vary by section

BUS 299 Second Year Independent Project in Business

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A project related to Business that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Business faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section