



Business Administration
Credential: - Diploma in Business Management
D25120M0

The Business Management Diploma is designed to introduce students to basic management skills required for an entry-level position in business management. Coursework includes basic concepts in such areas in accounting, economics, business law, computer technology, management, and basic computation and communications.

Graduates are prepared for entry-level employment opportunities in the area of management including employment in business and government agencies and financial institutions.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites:
 Lee Campus – Day and Evening Program
 Distance Education - All Campuses

Course Requirements for Business Management Diploma

A. General Education Courses	(7 SHC)
	C-L-SHC
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
PSY 150 General Psychology	3-0-3
B. Required Major Core Courses	(15/16 SHC)
ACC 120 Prin. of Financial Acct	3-2-4
BUS 115 Business Law I	3-0-3
BUS 137 Principles of Management	3-0-3
*CIS 110 Introduction to Computers	2-2-3
**ECO 151 Survey of Economics	3-0-3
C. Other Major Hours Required	(16 SHC)
ACC 121 Prin. of Managerial Acct	3-2-4
BUS 110 Introduction to Business	3-0-3
BUS 121 Business Math	2-2-3
BUS 255 Org Behavior in Business	3-0-3
Major Electives	3

Major Elective Course Listing (Select a minimum of 3 SHC hours)

ACC 122	Prin. of Financial Acct II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 228	Business Statistics	2-2-3
BUS 260	Business Communications	3-0-3
BUS 280	REAL Small Business	4-0-4
CIS 152	Database Concepts & Apps.	2-2-3
OST 131	Keyboarding	1-2-2

Total Semester Hours Credit Required for Graduation: 38/39 SHC

Semester Curriculum for Business Management Diploma

1st Semester (Fall)	C-L-SHC
ACC 120 Prin. of Financial Acct	3-2-4
BUS 121 Business Math	2-2-3
BUS 137 Principles of Management	<u>3-0-3</u>
	8-4-10
2nd Semester (Spring)	
ACC 121 Prin. of Managerial Acct	3-2-4
*CIS 110 Introduction to Computers	2-2-3
**ECO 151 Survey of Economics	<u>3-0-3</u>
	8-4-9/10
3 rd Semester (Summer)	
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	<u>0-2-1</u>
	3-2-4
4th Semester (Fall)	
BUS 110 Introduction to Business	3-0-3
BUS 115 Business Law I	3-0-3
BUS 255 Org Behavior in Business	<u>3-0-3</u>
	9-0-9
5th Semester (Spring)	
PSY 150 General Psychology	3-0-3
Major Elective	<u>3-0-3</u>
	6-0-6
Total Semester Hours Credit:	38/39

*Student may substitute CIS 111 (nontransferable)
 **Students may substitute ECO 251 or ECO 252.

- ACC 120 Prin. of Financial Accounting** 3-2-4
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
- ACC 121 Prin. of Managerial Acc.** 3-2-4
Prerequisite: ACC 120
This course is a continuation of accounting principles. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*
- BUS 110 Introduction to Business** 3-0-3
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the comprehensive articulation agreement pre-major and/or elective course requirement.*
- BUS 115 Business Law I** 3-0-3
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the comprehensive articulation agreement pre-major and/or elective course requirement.*
- BUS 121 Business Math** 2-2-3
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.
- BUS 137 Principles of Management** 3-0-3
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.
- BUS 255 Org Behavior in Business** 3-0-3
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.
- CIS 110 Intro to Computers** 2-2-3
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*
- ECO 151 Survey of Economics** 3-0-3
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*
- ENG 111 Expository Writing** 3-0-3
Prerequisites: 80 CPT reading score and 86 CPT writing score, or 18 ACT score, or 450 verbal SAT score, or satisfactory completion of developmental requirements.
Co-requisites: ENG 111A
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*
- ENG 111A Expository Writing Lab** 0-2-1
Prerequisites: 80 CPT reading and 86 CPT writing score, or 18 ACT score, or 450 verbal SAT score, or satisfactory completion of developmental requirements.
Co-requisites: ENG 111
This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. *The computer is used as a writing and design tool for this course.*
- PSY 150 General Psychology** 3-0-3
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*