



# Business Management

AAS (60 SCH\*)

\*Semester Credit Hour

5/2024

## First Semester - 15 SCH

BCIS 1305 - Business Computer Applications  
ACNT 1303 - Introduction to Accounting I  
BUSG 1301 - Introduction to Business  
MRKG 1311 - Principles of Marketing  
ITSW 1304 - Introduction to Spreadsheets

## Second Semester - 15 SCH

ACNT 1311 - Introduction to Computerized Accounting  
BMGT 1327 - Principles of Management  
MUSI 1306 - Music Appreciation  
HRPO 2301 - Human Resources Management  
MATH 1332 - Contemporary Mathematics

## Third Semester - 15 SCH

ENGL 1301 - Composition I  
ACCT 2301 - Principles of Financial Accounting  
POFT 2312 - Business Correspondence & Communication  
ITSW 2334 - Advanced Spreadsheets  
ECON 2301 - Principles of Macroeconomics

## Fourth Semester - 15 SCH

ACCT 2302 - Principles of Managerial Accounting-  
BUSG 2309 - Small Business Management/  
Entrepreneurship  
BUSI 2301 - Business Law  
ECON 2302 - Principles of Microeconomics  
POFT 1313 - Professional Workforce Preparation\*

\*BMGT 2388 Internship - Business Administration and Management, General may be substituted with approval.

## Marketable Skills

- Review financial statements, sales or activity reports to measure productivity or identify program improvement.
- Direct and coordinate activities of production, pricing, sales, or distribution of products.
- Direct administrative activities directly related to making products or providing services.
- Prepare staff work schedules and assign specific duties
- Monitor suppliers to ensure efficient and effective delivery of goods or services within budgetary limits.

## Program Outcomes

- Students will be able to apply business concepts, practices, and/or techniques to effectively manage an organization.
- Students will be able to evaluate profitability utilizing the accounting cycle in preparation of financial statements.
- Demonstrate proficiency using industry application software.

## High School Endorsements

Business and Industry

## Expected Salary

**Texas wage data:** workers on average earn \$97,670; 10% of workers earn \$39,260 or less; 10% of workers earn \$208,000 or more.

## Additional Educational Opportunities

Students may continue their education through a BAAS degree.

## Career Opportunities

Business Operations Manager; Account Executive; Entrepreneur; Office Manager; Sales Representative; Human Resources Specialist; Bookkeeping, Accounting and Audit Clerk; Management Analyst; Marketing Manager.