

# BUSINESS MANAGEMENT

Associate Degree  
10-102-3

The Associate of Applied Science degree in Business Management prepares students for entry-level careers in business-related occupations and to start their own business. The training provides broad and foundational business skills in managing business operations, including marketing, finance, human resources, accounting, project management, team leadership, business technologies, and business communications. The program emphasizes the five functions of management: planning, organizing, staffing, directing, and controlling. General Education supporting outcomes include written, oral and interpersonal communications, mathematics, economics, and psychology.

## Program Outcomes

- Plan the operations of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control business processes.

## Graduates Have Found Employment As

- Assistant Store Manager
- Branch Manager
- Buying and Planning Specialists
- Customer Service Manager
- Department or District Manager
- Distribution Center Manager
- Entrepreneur/Owner
- General Management Occupations
- Human Resources
- Shift Managers
- Store and Operations Specialties Managers
- Team Leaders

View the entire course listing (<http://catalog.blackhawk.edu/courses>).

Semester 1		Credits
102-148	Introduction to Business and Management	3
104-102	Marketing Principles	3
103-128	Introduction to Microsoft Office Suites	2
801-195	Written Communication	3
801-196 or 801-198	Oral/Interpersonal Communication or Speech	3
Credits		14
Semester 2		
102-109	Business Careers Planning and Business Communication	3
102-115	Management Principles	3

116-193	Human Resource Management	3
804-123 or 804-118	Math with Business Applications or Intermediate Algebra with Applications	3
809-143	Microeconomics	3
Credits		15
Semester 3		
101-117	Accounting Fundamentals	3
102-120	Small Business Management	3
102-122	Business Sustainability Planning	3
102-160	Business Law	3
104-104	Selling Principles	3
102-155	Introduction to Project Management	3
Credits		18
Semester 4		
102-121	Customer Service Management	3
102-127 or 102-128	Business Management Internship or Business Plan and Entrepreneurship	3
102-130	Business Finance and Budget Management	3
102-150	Global Business Fundamentals	3
809-198	Introduction to Psychology	3
Credits		15
Total Credits		62

## General Education Courses Within Program

Code	Title	Credits
801-195	Written Communication	3
801-196 or 801-198	Oral/Interpersonal Communication Speech	3
804-123 or 804-118	Math with Business Applications Intermediate Algebra with Applications	3
809-143	Microeconomics	3
809-198	Introduction to Psychology	3

Associate Degrees and Technical Diplomas are part of a larger model of BTC's Career Pathways which link related academic programs in sequence. Each program within a career pathway offers direct job preparation and a path to the next level of academic programming. To view the connected program model, visit the Business Management Career Path (<http://catalog.blackhawk.edu/academics/associate-degrees/business-management/BusinessMgmtCareerPath.pdf>) (PDF).