BUSINESS MANAGEMENT

Program Description
This program provides the fundamentals necessary to be able to solve business-oriented problems. Students obtain extensive hands-on experience working “real-world” business problems relating to management and supervision. Students graduating from the program will have a solid business background necessary to enter or advance in the business job market in a variety of positions. As a Business Management graduate you will be prepared to enter a company as a manager/supervisor trainee. If you are currently working in a business management position, you will—through updated skills, knowledge and techniques—be able to move up the career ladder to higher supervisory positions.

Award Options
Associate in Applied Science Degree – Business Management
Certificates in Management Supervision, Marketing, Small Business Management or Entrepreneurship

Job/Earnings Outlook
The Occupational Outlook Handbook, published by the United States Bureau of Labor Statistics, provides detailed information on hundreds of jobs—including:
- earnings
- expected job prospects
- what workers do on the job
- working conditions
In addition, the Handbook gives you job search tips, links to information about the job market in each state, and more.

For details, please visit this link http://www.bls.gov/oco/
BUSINESS MANAGEMENT

A.A.S. Degree

TERM 1
ADM:157 Business English OR
Abbreviation: OR
COM:102 Communication Skills OR
ENG:105 Composition I
BUS:102 Introduction to Business
CSC:110 Introduction to Computers
MGT:101 Principles of Management
___:___ Business Specialty Course**

Credits: 3.00 3.00 3.00 3.00 3.00 3.00

15.00

TERM 2
BUS:110 Business Math & Calculators OR
MAT:110 Math for Liberal Arts OR
MAT:121 College Algebra
BUS:161 Human Relations
BUS:180 Business Ethics
MKT:110 Principles of Marketing
___:___ Business Specialty Course**

Credits: 3.00 3.00 4.00 3.00 3.00 3.00

15.00

TERM 3 - SUMMER
___:___ Business Specialty Course**

Credits: 3.00

TERM 4
ACC:121 Principles of Accounting I OR
ACC:142 Financial Accounting
ECN:110 Introduction to Economics OR
ECN:120 Principles of Macroeconomics OR
ECN:130 Principles of Microeconomics
SPC:170 Professional Communication OR
SPC:112 Public Speaking
___:___ Business Specialty Course**
___:___ Business Skill Course***

Credits: 3.00 3.00 3.00 3.00 3.00 3.00 3.00 3.00

15.00

TERM 5
ACC:146 Managerial Accounting
BUS:106 Employment Strategy
BUS:185 Business Law
HUM:105 Working in America OR
HUM:110 Changes and Choices OR
SOC:110 Introduction to Sociology
___:___ Business Specialty Course**
___:___ Business Skill Course***

Credits: 3.00 2.00 3.00 3.00 3.00 3.00 3.00 3.00

17.00

A.A.S. Total........................................................................................................................................65.00

Clinton Community College
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**BUSINESS SPECIALTY COURSES** (must select a minimum of 15 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS:130</td>
<td>Introduction to Entrepreneurship</td>
<td>3.00</td>
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<tr>
<td>BUS:135</td>
<td>Managing the Entrepreneurial Venture</td>
<td>3.00</td>
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<td>BUS:147</td>
<td>The Successful Entrepreneur</td>
<td>3.00</td>
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<tr>
<td>BUS:186</td>
<td>Business Law II</td>
<td>3.00</td>
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<td>BUS:908</td>
<td>Cooperative Education</td>
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<td>FIN:121</td>
<td>Personal Finance</td>
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<tr>
<td>MGT:110</td>
<td>Small Business Management</td>
<td>3.00</td>
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<tr>
<td>MGT:130</td>
<td>Principles of Supervision</td>
<td>3.00</td>
</tr>
<tr>
<td>MGT:151</td>
<td>Management Communication I</td>
<td>3.00</td>
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<tr>
<td>MGT:165</td>
<td>Principles of Quality</td>
<td>3.00</td>
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<tr>
<td>MGT:170</td>
<td>Human Resource Management</td>
<td>3.00</td>
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<tr>
<td>MGT:210</td>
<td>Management Decision Making</td>
<td>3.00</td>
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<tr>
<td>MGT:140</td>
<td>Principles of Selling</td>
<td>3.00</td>
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<td>MGT:150</td>
<td>Principles of Advertising</td>
<td>3.00</td>
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<tr>
<td>MGT:160</td>
<td>Principles of Retailing</td>
<td>3.00</td>
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**BUSINESS SKILL ELECTIVES** (must select a minimum of 6 credit hours)

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACC:332</td>
<td>Computer Acct – QuickBooks I</td>
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<td>ADM:105</td>
<td>Introduction to Keyboarding</td>
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<td>ADM:122</td>
<td>Document Formatting</td>
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<td>ADM:179</td>
<td>Records Management</td>
<td>3.00</td>
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<tr>
<td>BCA:129</td>
<td>Word Processing</td>
<td>2.00</td>
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<tr>
<td>BCA:130</td>
<td>Advanced Word Processing</td>
<td>2.00</td>
</tr>
<tr>
<td>BCA:147</td>
<td>Basic Spreadsheets</td>
<td>2.00</td>
</tr>
<tr>
<td>BCA:148</td>
<td>Advanced Spreadsheets</td>
<td>2.00</td>
</tr>
<tr>
<td>BCA:165</td>
<td>Basic Databases</td>
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<td>BCA:220</td>
<td>Integrated Computer Business Applications</td>
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<td>BCA:250</td>
<td>Desktop Publishing</td>
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<td>BCA:711</td>
<td>Introduction to Microsoft PowerPoint</td>
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<tr>
<td>BCA:732</td>
<td>Getting Organized with Outlook</td>
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<tr>
<td>MGT:140</td>
<td>Principles of Selling</td>
<td>3.00</td>
</tr>
<tr>
<td>MKT:150</td>
<td>Principles of Advertising</td>
<td>3.00</td>
</tr>
<tr>
<td>MKT:160</td>
<td>Principles of Retailing</td>
<td>3.00</td>
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</table>

**Entrepreneurship Certificate**

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS:130</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS:135</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS:147</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Certificate Total: 9.00
Management Supervision

TERM 1
MGT:101 Principles of Management 3.00
MGT:130 Principles of Supervision 3.00
MGT:165 Principles of Quality 3.00
MGT:210 Management Decision Making 3.00
__:___ Business Specialty Course** 3.00
Certificate Total ............................................................................................................................. 15.00

Marketing Certificate

TERM 1
MKT:110 Principles of Marketing 3.00
MKT:140 Principles of Selling 3.00
MKT:150 Principles of Advertising 3.00
MKT:160 Principles of Retailing 3.00
__:___ Business Specialty Course** 3.00
Certificate Total ............................................................................................................................. 15.00

Small Business Management Certificate

TERM 1
ACC:121 Principles of Accounting I OR 3.00
ACC:142 Financial Accounting 3.00
BUS:102 Introduction to Business 3.00
BUS:185 Business Law I 3.00
MGT:110 Small Business Management 3.00
__:___ Business Specialty Course** 3.00
Certificate Total ............................................................................................................................. 15.00

Gainful employment information for the Business Management program is located at www.eicc.edu/gainfulemployment

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