

BUSINESS MANAGEMENT AAS



**SCOTT COMMUNITY
COLLEGE CAMPUS**

Department Coordinator

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[www.eicc.edu/
businesscareers](http://www.eicc.edu/businesscareers)

www.eicc.edu
1888-336-3907
Toll-free

Our Web Links:

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*Tuition and fees subject to change
by the EICCD Board of Trustees.*

Program Description

The Business Management program offers you the option to specialize in Management Supervision, Marketing, or Small Business Management. 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.

The emphasis areas of Management Supervision, Marketing and Small Business Management all share the same curriculum for the first two semesters, but are unique in third and fourth semester offerings. There is a common set of core courses in all four emphasis areas which total 33 of the 64 credit hours needed for an A.A.S. There are 18 credit hours of specialty courses in each area.

Award Options

Associate in Applied Science Degree - Business Management

Certificates in Management Supervision, Marketing or Small Business Management

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/>



CLINTON ♦ MUSCATINE ♦ SCOTT
COMMUNITY COLLEGES
EASTERN IOWA COMMUNITY COLLEGE DISTRICT

Since the colleges of EICCD are continually reviewing programs, information in the course catalog may change. Please visit www.eicc.edu/catalog for any program updates which have occurred since the most recent edition of the catalog.

BUSINESS MANAGEMENT AAS

Clinton Community College

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Admissions Officer

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Muscatine Community College

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The Eastern Iowa Community College District endorses the principle of equal educational opportunities for all people regardless of race, color, creed, marital status, national origin, sex, sexual orientation, religion, ancestry, age, or non-job related handicap or disability in the educational programs or activities it operates. Persons having inquiries concerning the district's accommodation for or compliance with Title VI, Title IX, Section 504, the Americans with Disabilities Act and the Age Discrimination Act may contact: Affirmative Action Officer, 306 West River Drive, Davenport, IA 52801-1221 or call (563) 336-3300.

Program requirements subject to change. Please check with your advisor.

There are 3 parts to the Business Management Curriculum: Common Core Courses, Business Skill Courses and Business Specialty Courses. All students must complete the 44 credit hours of Common Core Courses. For the Business Skill Courses component, students take 6 credit hours of courses designed to enhance students understanding of business skills in the workplace. The last segment of the degree allows students to personalize their learning experience by giving students the opportunity to choose 5 business specialty courses which completes the degree. Students will graduate from the program with 65 total credit hours of coursework.

FIRST SEMESTER

		CREDITS
ADM:157	Business English OR	3
COM:102	Communication Skills OR	
ENG:105	Composition I	
BUS:102	Introduction to Business*	3
CSC:110	Introduction to Computers*	3
MGT:101	Principles of Management*	3
	Business Specialty Course**	3
		15

SECOND SEMESTER

BUS:110	Business Math & Calculators OR	3-4
MAT:110	Math for Liberal Arts OR	
MAT:121	College Algebra	
BUS:161	Human Relations*	3
BUS:180	Business Ethics*	3
MKT:110	Principles of Marketing*	3
	Business Specialty Course**	3
		15

SUMMER SEMESTER

	Business Specialty Course**	3
		3

THIRD SEMESTER

ACC:121	Principles of Accounting*	3
ECN:110	Introduction to Economics*	3
SPC:170	Professional Communication*	3
	Business Specialty Course**	3
	Business Skill Course***	3
		15

FOURTH SEMESTER

ACC:146	Managerial Accounting*	3
BUS:106	Employment Strategy*	2
BUS:185	Business Law*	3

HUM:105	Working in America OR	3
HUM:110	Changes and Choices OR	
SOC:110	Introduction to Sociology	
	Business Specialty Course**	3
	Business Skill Course***	3
		17

A.A.S. TOTAL

*Denotes Required Core Course

65

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**APPROVED BUSINESS SPECIALTY COURSES - COMPLETE 5 COURSES:

BUS:186	Business Law II	3
BUS:908	Cooperative Education	3
FIN:121	Personal Finance	3
MGT:110	Small Business Management	3
MGT:130	Principles of Supervision	3
MGT:151	Management Communications	3
MGT:165	Principles of Quality	3
MGT:210	Management Decision Making	3
MKT:140	Principles of Selling	3
MKT:150	Principles of Advertising	3
MKT:160	Principles of Retailing	3

***APPROVED BUSINESS SKILL COURSES - COMPLETE 6 CREDITS:

ACC:332	Computer Accounting - QuickBooks I	2
ADM:102	Telephone and Mailing Tech	2
ADM:122	Document Formatting	2
ADM:123	Document Formatting	3
ADM:141	Desktop Publishing	2
ADM:171	Records Management	2
ADM:179	Records Management	3
ADM:223	Office Procedures	4
ADM:279	Meeting and Conference Planning	2
BCA:129	Basic Word Processing	2
BCA:134	Word Processing	3
BCA:146	Spreadsheets Applications I	1
BCA:147	Basic Spreadsheets	2
BCA:159	Database Applications	2
BCA:164	Database Applications I	1
BCA:207	PowerPoint/Outlook	2
BCA:220	Integrated Computer Bus Apps	2
BCA:226	Integrated Applications	3
BCA:250	Desktop Publishing	3
BCA:711	PowerPoint Presentations	1
BCA:732	Outlook Software Applications	1
MKT:181	Customer Service Strategies	2

Management Supervision Certificate

MGT 101	Principles of Management	3
MGT 130	Principles of Supervision	3
MGT 165	Principles of Quality	3
MGT 210	Management Decision Making	3
	Business Specialty Course**	3

CERTIFICATE TOTAL 15

Marketing Certificate

MKT 110	Principles of Marketing	3
MKT 140	Principles of Selling	3
MKT 150	Principles of Advertising	3
MKT 160	Principles of Retailing	3
	Business Specialty Course**	3

CERTIFICATE TOTAL 15

Small Business Management Certificate

ACC:121	Principles of Accounting I	3
BUS:102	Introduction to Business	3
BUS:185	Business Law I	3
MGT:110	Small Business Management	3
	Business Specialty Course**	3

CERTIFICATE TOTAL 15