

Business Management

Jefferson Campus

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The Business Management Program offers three options from which the student may choose. They are: Banking and Finance, Business Management and Marketing/Retailing. The Banking and Finance option helps the student develop skills appropriate for employment in the financial services industry. The Business Management curriculum enables an individual to acquire the necessary skills in order to find employment in the business area upon graduation. The Marketing/Retailing option prepares the individual for immediate employment in the retail area. Check with your four-year institution for the transferability of courses in this program. These options are not designed to transfer to a four-year institution.

Courses required for:

Business Management Certificate

- **Banking and Finance Option (STC C229)**
- **Business Management Option (STC C043)**
- **Marketing/Retailing Option (STC C147)**

Since many of the major courses are offered only once a year, it is recommended that students check with an advisor for course rotations and intersperse general courses with major courses to complete the program in a timely manner.

Certificate Requirements

The Business Management Certificate Program serves to introduce the student to the fundamental skills necessary for entry-level employment in the business area. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Business Management.

Prior to taking courses, the student should meet with an advisor to discuss program requirements and develop a plan for satisfying the following requirements.

To be eligible for a certificate students must:

- Complete the following courses.
- For Marketing/Retailing Options: Make an appropriate score on WorkKeys Reading and Math and be eligible for ENG 101 and MTH 100 or 116 or complete ENG 101 and MTH 100 or 116.
- Have a minimum 2.00 grade point average in Jefferson State courses.

Courses specific to each option

Banking and Finance Option (STC C229)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles.....	2
BFN 102	Law and Banking: Applications.....	2
BFN 205	Money and Banking	3
BFN 280	Real Estate Finance	2
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
CIS 146	Microcomputer Applications.....	3
Total Credit Hours		26

Business Management Option

Course	Title	Sem Hrs
ENG 101	English Composition I	3
MTH Elective	(A116) MTH 100 or MTH 116 or..... higher level math course	3
CIS 146	Microcomputer Applications.....	3
MST 111	Elements of Supervision	3
MST 201	Human Resource Management.....	3
ACT 145	Basic Accounting Procedures or	3
BUS 241**	Principles of Accounting I	
BUS 146	Personal Finance.....	3
MST 215	Small Business Management	3
BUS 188	Personal Development	2
Total Credit Hours		26

Marketing/Retailing Option*

Course	Title	Sem Hrs
*ENG 101	English Composition I	3
*MTH Elective	(A116) MTH 100 or MTH 116 or..... higher level math course	3
BUS 188	Personal Development	2
REM 111S	Introduction to Retailing	3
REM 121S	Applied Advertising	3

REM 173	Fundamentals of Selling.....	3
REM 262	Trends in Distribution	3
BUS 285	Principles of Marketing.....	3
MST 111	Elements of Supervision	3
	Total Credit Hours	26

*Appropriate score on WorkKeys may satisfy the math and/or English requirement for this certificate program only.

Associate in Applied Science Degree Requirements

A student gains admission to the Associate in Applied Science Program by completing the certificate program. All course work in the certificate program will apply to the Associate in Applied Science Degree Program in Business Management.

Courses required for:

Business Management Degree

- Banking and Finance Option (AAS C229)
- Business Management Option (AAS C043)
- Marketing/Retailing Option (AAS C147)

General Courses(18 hours)

Course	Title	Sem Hrs
ENG 101	English Composition I	3
SPH 107	Fundamentals of Public Speaking or	3
SPH 106	Fundamentals of Oral Communication	
MTH Elective *	(A116) MTH 100 or MTH 116 or	3
	higher level math course	
Lab Science Elective (ASCI):.....		4
	(astronomy, biology, chemistry, physical science, physics)	
Humanities and Fine Arts Elective: (AHUM)		3
	(art, humanities, religion, theatre, music, philosophy, foreign language, literature)	
PED/HED	Elective.....	2

*Banking Option students must take MTH 100, not MTH 116.

Major Courses(24 hours)

Course	Title	Sem Hrs
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
ACT 145	Basic Accounting Procedures or	3
BUS 241**	Principles of Accounting I	
BUS 146	Personal Finance	3
BUS 263	Legal and Social Environment of Business	3
BUS 285	Principles of Marketing.....	3
MST 111	Elements of Supervision	3
CIS 146	Microcomputer Applications.....	3

**Banking Option students must take BUS 241, not ACT 145.

Courses specific to each option.

Banking and Finance Option (20 hours)

Course	Title	Sem Hrs
BFN 100	Principles of Banking	2
BFN 101	Law and Banking: Principles.....	2
BFN 102	Law and Banking: Applications.....	2
BFN 280	Real Estate Finance	2
BFN 205	Money and Banking	3
BUS 215	Business Communication	3
BUS 242	Principles of Accounting II	3
CIS 113	Spreadsheet Software Applications.....	3
	Total Credit Hours	62

Business Management Option..... (23 hours)

Course	Title	Sem Hrs
BUS 100	Introduction to Business	3
BUS 188	Personal Development	2
BUS 215	Business Communication	3
BUS 275	Principles of Management	3
MST 201	Human Resource Management.....	3
MST 215	Small Business Management	3
ACT 249	Payroll Accounting	3
BUS, ACT, CIS, MST or OAD Elective		3
	Total Credit Hours	65

Marketing/Retailing Option (20 hours)

Course	Title	Sem Hrs
BUS 188	Personal Development	2
REM 111S	Introduction to Retailing.....	3
REM 121S	Applied Advertising	3
REM 150	Retailing Internship	3
REM 173	Fundamentals of Selling	3
REM 212S	Retail Buying.....	3
REM 262	Trends in Distribution.....	3
	Total Credit Hours	62