

Business Management AAS Example of Term-by-Term Planner for the 2023-2024 Academic Year

Please use this Term by Term Planner with your academic advisor to plan your General Education Requirements and meet your degree.

First Year	
Fall	
BA 101 Introduction to Business	4
EL121 Digital Literacy (1-3 cr.)	1
WR121 Academic Composition	4
MTH095 Intermediate Algebra	5
Winter	
BT 108 Business Proof and Editing	4
BT 120 MS WORD for Business	4
Choose 1: BA 211 Financial Accounting or BT 165 Introduction to Accounting Cycle	4
MTH105 Math in Society or higher	4
Spring	
BT 123 MS EXCEL for Business	4
BA 214 Business Communications	4
BT 206 Co-op Ed: Business Seminar	2
BA 206 Management Fundamentals	4
NOTES:	
Must reach 90 credits for an Associate Applied Science degree, take additional course(s) 100- level or higher to reach 90 credit requirement.	
Grade Requirements: C- or better, or Pass.	
Students should meet with academic advisor for term-by-term planning and review of myGrad plan.	

Second Year	
Fall	
Program Elective	4
BA 281 Personal Finance	4
BA 223 Marketing	4
Choice: Econ 200, 201 or 202	4
Winter	
Program Elective	4
BA 278 Leadership & Team Dynamics	4
BA 226 Business Law	4
Health or PE Requirement	3
Spring	
BA 280 Co-op Ed: Business Management	3
BT 291 Operations Management	4
Program Elective	4
Program Elective- take 3 or 4 credits to reach 90	3

Directed Elective List		
ART288	Introduction to to Web Design and Social Media	3
BA238	Sales	3
BT163	QuickBooks	4
BT170	Payroll Records and Accounting	4
BT181	Customer Service	4
BT223	MS Excel for Business-Expert	4
BT230	Sustainable Paperless Practices using Adobe Acrobat	4
BT253	Digital Marketing	4
CG203	Human Relations at Work	3
CS175	Introduction to SQL	4
CIS275E	CIS275E Data Exploration and Visualization	4
COMM218	Interpersonal Communication	4
COMM260	Introduction to Conflict Management	4
COMM285	Mediated Communication	4
ECON200	Principles of Economics: Introduction to Economics	3
ECON201	Principles of Economics: Introduction to Microeconomics	4
ECON202	Principles of Economics: Introduction to Macroeconomics	4
MTH243	Introduction to Probability and Statistics	4