

# BUSINESS

**Delivery:** Daytime, Evening or Online Program  
**Start:** Fall, Spring or Summer Semester, Full- or Part-Time  
**Location:** Rosemount Campus, Apple Valley Site

## Outcome

Business A.S. Degree . . . . . 64 credits

## Major Description

This program provides essential knowledge and skills that can be applied to the constantly changing and highly competitive world of business. Students complete a common core of business courses before selecting an emphasis area on the way to choosing a career path. Graduates can transfer to select four-year institutions to earn more advanced degrees.

## Work Environment

Business professionals generally work in clean, comfortable, well-lit office spaces. Travel or relocation can be part of the job. However, improved technology continues to increase telecommuting from home offices, which along with teleconferencing, has reduced travel requirements.

## Potential Job Titles

Business position titles will vary dramatically depending on the area of technical emphasis and the completion of a four-year degree.

- Account Executive
- Director of Sales
- Distribution Manager
- Human Resources Administrator
- Marketing Director
- Meeting and Event Manager
- Marketing Director

## Salary Data (payscale.com)

### Office Manager

- Median salary (U.S.): \$38,079/year

### Operations Manager

- Median salary (U.S.): \$51,200/year

## BUSINESS – A.S. DEGREE

This degree is designed for students wishing to transfer to a four-year institution to obtain an advanced degree.

### First Semester

Course#	Course Title	Credits
ACCT1000	Principles of Accounting I	4
MKTC1000	Principles of Marketing	3
SMGT1033	Business Law and Ethics	3
SMGT2046	Fundamentals of Management and Diversity	4
COML1400	Introduction to Computers	3
<b>Total Credits</b>		<b>17</b>

### Second, Third and Fourth Semesters

Course#	Course Title	Credits
ACCT1003	Principles of Accounting II	4
	Technical Emphasis*	16
	General Education**	27
<b>Total Credits</b>		<b>47</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>64</b>

*This is a sample course sequence resulting in an A.S. degree. Please consult your program advisor regarding your academic plans.*

*\*\* See General Education A.S. degree requirements on page 115 in the college catalog.*

*\* Students must select one of the following 10 emphasis areas to complete their technical emphasis.*

### Business Accounting Emphasis \*

ACCT1236	Business Payroll	2
ACCT1306	Spreadsheets	3
ACCT1406	Income Tax	4
ACCT2100	Cost Accounting I	4
ACCT2200	Accounting Computer Applications I	3
<b>Total Credits</b>		<b>16</b>

### Business Entrepreneur Emphasis \*

ENTR1150	The Successful Entrepreneur	2
ENTR1430	Marketing Strategies for a Small Business	2
ENTR1650	Selling Success for the Entrepreneur	3
ENTR1860	Business Plan Development	3
ENTR1900	Capitalizing a Small Business	2
OFFC1340	Quick Books Pro Basics or SMGT1601	2
SMGT1060	Habits for Personal Effectiveness	1
SMGT1250	Managing Customer Service	1
<b>Total Credits</b>		<b>16</b>

*Remaining technical emphasis areas continued on next page.*

**General Real Estate Emphasis \***

PMGT1101	Real Estate I	2
PMGT1102	Real Estate II	2
PMGT1204	Real Estate Law	2
PMGT1205	Loan Application/Processing	1
PMGT1207	Financing Instruments	1
PMGT1210	Appraisal Process	1
PMGT1212	Residential Appraisal Workshop	1
PMGT1224	Income Capitalization Analysis	1
PMGT1228	Community Association Management	1
PMGT1232	Cash Flow Analysis	1
PMGT1302	Planning and Operating a Small Business	1
PMGT1304	Marketing Strategies for Small Business	1
PMGT2020	Negotiating for Agreement	1
<b>Total Credits</b>		<b>16</b>

**Human Resources Management Emphasis \***

SMGT1231	Planning and Project Management	2
SMGT1242	Effective Business Communication	3
SMGT1405	Managing Performance	3
SMGT1441	Intro to Human Resources Management	3
SMGT1470	Safety and Compliance Management	2
SMGT1875	Training and Developing Employees	3
<b>Total Credits</b>		<b>16</b>

**Management Emphasis \***

SMGT1205	Total Quality Management	4
SMGT1260	Managing Teams	3
SMGT2001	Management Skills I, Foundations of Management	3
SMGT2002	Management Skills II, Plan & Organize	3
SMGT2003	Management Skills III, Lead & Control	3
<b>Total Credits</b>		<b>16</b>

**Marketing Emphasis \***

MKTC1100	Fundamentals of Sales	3
MKTC1150	Consumer and Professional Buying Behavior	3
MKTC2000	Advertising Practices and Procedures	3
MKTC2060	Proposal Writing	1
MKTC2215	Marketing Promotion	2
MKTC2410	Marketing Visual Communications	1
MKTC2600	Marketing Research	3
<b>Total Credits</b>		<b>16</b>

**Meeting and Event Management Emphasis \***

SMGT1160	Fundamentals of Meeting, Conference, and Event Management	2
SMGT1161	Advanced Meeting, Conference, and Event Management	3
SMGT1162	Special Event Coordination and Management	3
SMGT1163	Event Promotion	3
SMGT1164	Meeting and Event Risk Management	2
SMGT1167	Meeting and Event Sponsorship	3
<b>Total Credits</b>		<b>16</b>

**Multicultural Supervision Emphasis \***

SMGT2105	Managing Diversity	3
SMGT2110	Leading a Multicultural Workforce	3
SMGT2115	Multicultural Mentorship I	2
SMGT2116	Multicultural Mentorship II	1
SMGT2120	Multicultural Conflict Resolution	2
SMGT2125	International Business	3
SMGT2130	Creativity and Problem Solving	2
<b>Total Credits</b>		<b>16</b>

**Office Careers Emphasis \***

OFFC1010	Business English Skills	2
OFFC1017	Technology for the Business Professional	3
OFFC1020	Office Procedures	4
OFFC1040	Integrated Office Skills	3
OFFC1285	Oral Business Communication/Job Seeking Skills	2
OFFC1290	Written Business Communication	2
<b>Total Credits</b>		<b>16</b>

**Property Management Emphasis \***

PMGT1101	Real Estate I	2
PMGT1102	Real Estate II	2
PMGT1204	Real Estate Law	2
PMGT1200	Introduction to Property Management	1
PMGT1213	Managing Residential Property	1
PMGT1214	Life and Safety Issues	1
PMGT1216	Managing Commercial/Industrial Properties	1
PMGT1218	Maintenance and Risk Management	1
PMGT1220	Leases and Landlord-Tenant Relations	1
PMGT1226	Construction and Blueprint Reading	1
PMGT1228	Community Association Management	1
PMGT1230	Income Property Marketing	1
PMGT1302	Planning and Operating a Small Business	1
<b>Total Credits</b>		<b>16</b>