



Summer 2017

Business Management Associate in Applied Arts Degree 90-95 Credits

This degree program prepares students to be successful in a wide range of business careers. The focus is on providing a broad set of business skills that will help students perform better in the workplace and increase their advancement opportunities. Career paths in business management include marketing, sales, general management, project management, small business, and more.

Business Management courses emphasize practical application of skills important for personal and professional development. Our students range from those with no business experience to those with more than two decades in the workforce.

Contacts: Jeff Perlot, ext. 4865
jperlot@greenriver.edu

Tim Broxholm, ext. 4377
tbroxholm@greenriver.edu

Dept./No.	Course Title	Credits
* Keyboarding	30 wpm (test administered by the BTAC Dept.)	
Reading	Eligible for READ 104 or completion of READ 094	0-5
ACCT 110 or	Practical Financial Accounting 1 or	
ACCT& 201	Principles of Accounting I	5
# B A 145 or	Business Computation or	
MATH& 107 or	Math in Society or	
MATH 147	Finite Math for Business and Social Science	5
BTAC 100	Fundamentals of Computers	5
# BTAC 130 or	Business Correspondence or	
ENGL& 101	English Composition I	5
BUS& 101 or	Introduction to Business or	
BUS 164	Entrepreneurship and Small Business Management	5
BUS 103	Business Leadership	5
BUS 121	Marketing Fundamentals	5
BUS 159	Professional Selling	5
# BUS 166	Human Relations and Work Readiness	5
BUS 173	Basic Financial Management	5
BUS 181	Introduction to International Business	5
BUS 257	Customer Service Strategies	5
BUS 258	Principles of Management and Supervision	5
# CMST& 210 or	Interpersonal Communication or	
CMST& 220	Public Speaking	5

Electives: *Students must choose 20 credits from the following electives. Students wishing to obtain an additional specialized certificate should seek advising assistance.*

ACCT	Any Accounting course	(1-5)
BUS	Any Business Management course	(1-5)
BTAC	Any Business Technologies and Administrative Careers course	(1-5)

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BUS 177	Supervised Work Experience 1	(2)
CMST	Any Communication Studies course	(5)
ECON	Any Economics course	(5)
ENGL	Any English course	(5)
MATH 256	Statistics in Business and Social Science	(5)
PHIL 112	Ethics in the Workplace	(5)
PHIL& 115	Critical Thinking	(5)
POLS& 200	Introduction to Law	(5)

Satisfies related instruction requirements.

* Keyboarding/typing skills may be demonstrated by passing a 3-minute typing test at 30 wpm with 5 or less errors using the proper typing techniques administered by the Business Technologies and Administrative Careers Department.

Upon successfully completing the required courses for the AAA in Business Management, students must apply for graduation to receive the following specialized certificates:

- Business Foundations (45 credits)
- Contact Center Specialist (15 credits)
- Customer Service Representative (45 credits)
- Management and Supervision (25 credits)
- Marketing and Sales (20 credits)
- Retail Management (50 credits)