

# BUSINESS MANAGEMENT

The **Associate of Applied Science in Business Management** prepares students for managerial and supervisory positions in a variety of businesses and industry. The curriculum emphasizes accounting, economics, finance, data analysis, marketing, business communication, and human resources. Students will apply their knowledge and skills through a capstone course as well as a cooperative experience.

## Graduation Requirements

ENGL 1110G Composition I with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher. A minimum of 15 of the 60 credits for the associate's degree must be completed at NMSU or one of its community colleges. Individual academic programs may have additional requirements.

Business Management - Associate of Applied Science

### **BMGT 112. Banks and Your Money** **3 Credits (3)**

Banking in today's economy: language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, loans, and investments. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

### **BMGT 126. Retail Management** **3 Credits (3)**

Phases of retailing, including types of retail outlets and basic problems of organizing and operating a retail store. Restricted to: Community Colleges only.

### **BMGT 132. Principles of Selling** **3 Credits (3)**

Analysis of customer behavior, persuasive communication, process of the sales interview. Restricted to: Community Colleges only.

### **BMGT 136. Forecasting Business Activity** **3 Credits (3)**

Course covers the important elements of forecasting all types of business activities including inventory control, revenue forecasts, staffing, and other industry specific activities using metrics and data analysis processes. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

**Prerequisite(s):** BUSA 1110.

### **BMGT 138. Advertising** **3 Credits (3)**

Psychological approach to non-personal consumer persuasion; applied techniques in media selection, layout mechanics, production methods, and campaign structures. Restricted to: Community Colleges only.

### **BMGT 140. Principles of Supervision I** **3 Credits (3)**

Principles of supervision emphasizing planning, organization, rating of employees and procedures to develop good morale. Introduction to interpretation of case studies. Restricted to: Community Colleges only.

### **BMGT 150. Income Taxation** **3 Credits (3)**

Federal income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates with particular reference to CLU, life insurance and annuities. Restricted to: Community Colleges only.

### **BMGT 155. Special Topics I** **1-3 Credits (1-3)**

Introductory special topics of lower division level work that provides a variety of timely subjects and content material. May be repeated up to 9 credits. Restricted to Community Colleges campuses only.

### **BMGT 160. Self-Presentation and Etiquette** **3 Credits (3)**

Introduction to business etiquette based on tradition, social expectations, and professional behavior standards. Restricted to: Community Colleges only.

### **BMGT 201. Work Readiness and Preparation** **3 Credits (3)**

Instruction in methods of selection, seeking, acquiring and retaining employment. Addresses work success skills, business etiquette, employer expectation and workplace norms. Restricted to Community Colleges campuses only.

### **BMGT 205. Customer Service in Business** **3 Credits (3)**

Establishes concepts of service quality in relationship to business success and maximization of returns to the organization. Explores techniques for delivering quality and service in a variety of business settings. Restricted to: Community Colleges only.

### **BMGT 208. Business Ethics** **3 Credits (3)**

The course examines the underlying dimensions of ethics in business, investigating ethics in relationship to the organization, the stakeholders, and society. Exploration of ethical issues from a historical context, analyzing actual events through the lens of business decision making, including legal/political, sociocultural, economic, and environmental considerations will be undertaken. Restricted to Community Colleges campuses only.

### **BMGT 216. Business Math** **3 Credits (3)**

Application of basic mathematical procedures to business situations, including percentage formula applications, markup, statement analysis, simple and compound interest, and annuities. Restricted to: Community Colleges only.

**Prerequisite(s):** CCDM 103 N or satisfactory math score on ACT.

### **BMGT 221. Internship I** **1-3 Credits (1-3)**

Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and instructor. May be repeated up to 3 credits. Consent of Instructor required. Restricted to: BMGT majors. Graded: S/U Grading (S/U, Audit). Restricted to Community Colleges campuses only.

### **BMGT 225. Introduction to Commercial Lending** **3 Credits (3)**

Commercial lending overview, the lending process, portfolio management, and regulation and business development. Restricted to: Community Colleges only.

**Prerequisite(s):** BMGT 112.

### **BMGT 232. Personal Finance** **3 Credits (3)**

Budgeting, saving, credit, installment buying, insurance, buying vs. renting a home, income tax statement preparation, investment, and estate disposal through will and trust. Restricted to: Community Colleges only.

**BMGT 236. Small Business Start-Up****3 Credits (3)**

Starting a small business is a complex endeavor that requires specialized knowledge. This course prepares students to take the first step in business ownership and operations. Restricted to Community Colleges campuses

**BMGT 237. Managing Small Businesses****3 Credits (3)**

Managing a small business requires the owner/operator to be proficient in a number of skills and technical areas. This course provides small business owners/operators with the training and essential knowledge to manage a small business. Restricted to Community Colleges campuses

**BMGT 240. Human Relations****3 Credits (3)**

Human interactions in business and industrial settings. Motivation and learning experiences as related to problems of the worker and supervisor. Practical applications of human behavior. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

**BMGT 247. Customer Relationship Management****3 Credits (3)**

The course addresses the application of positive customer relationship practices and demonstrates the connection between managing excellent customer experiences and business success. Customer related decision making processes through the use of data based decision matrices are introduced. Restricted to Community Colleges campuses

**BMGT 248. Introduction to Quality Management****3 Credits (3)**

Introductory practices of total quality management practices aimed at all levels of an organization to continually improve performance to include competitiveness in today's business world. Restricted to: Community Colleges only.

**BMGT 250. Diversity in the Workplace****3 Credits (3)**

Concepts of culture, diversity, prejudice, and discrimination within the domestic workforce/society. Restricted to Community Colleges campuses only.

**Prerequisite(s):** BUSA 1110.

**BMGT 260. Real Estate Practice****3 Credits (3)**

This course is a requirement for licensure in real estate for the state of New Mexico. Topics covered include: real estate finance, settlement, foreclosure, federal taxation, valuation and appraisal, land descriptions and math skills. These topics are requirements of the New Mexico Real Estate Commission. Restricted to: Community Colleges only.

**BMGT 264. Real Estate Law****3 Credits (3)**

This course is a requirement for licensure in real estate for the state of New Mexico. Topics covered include: ownership of real estate, real estate brokerage relationships, contracts, environmental concerns and federal laws that affect real estate. These topics are requirements of the New Mexico Real Estate Commission. Restricted to: Community Colleges only. Crosslisted with: PL S 264

**BMGT 272. E-Commerce Operations****3 Credits (3)**

Includes the many forms of e-commerce and emerging technologies that will impact the business of tomorrow. Restricted to Community Colleges campuses only.

**Prerequisite(s):** OECS 105 or BCIS 1110.

**BMGT 277. Entrepreneurship II - Small Business Management****3 Credits (3)**

This course is designed to acquaint the student with the opportunities encountered in the management and operations of a small business enterprise. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

**Prerequisite(s):** ENTR 1110.

**BMGT 280. Introduction to Human Resources****3 Credits (3)**

Personnel functions encompassing job analysis, recruitment, selection, training, appraisals, discipline, and terminations. Prerequisite(S): BUSA 1110 or B A 104. Restricted to Community Colleges campuses only.

**BMGT 282. Introduction to International Business Management****3 Credits (3)**

Overview of the social, economic and cultural environment of international business transactions. Restricted to Community Colleges only.

**Prerequisite(s):** BUSA 1110.

**BMGT 285. Introduction to Manufacturing Operations****3 Credits (3)**

Introduction to issues related to manufacturing, including an overview of the production function, product design and development, location, layout, forecasting, planning, purchasing, materials/inventory, and quality management. Restricted to Community Colleges campuses only.

**Prerequisite(s):** BUSA 1110 and (BMGT 140 or MGMT 2110).

**BMGT 286. Introduction to Logistics****3 Credits (3)**

Overview on the planning, organizing, and controlling of transportation, inventory maintenance, order processing, purchasing, warehousing, materials, handling, packaging, customer service standards, and product scheduling. Restricted to: Community Colleges only.

**BMGT 287. Introduction to Export/Import****3 Credits (3)**

Procedures and documentation for exporting and importing products. Emphasis on NAFTA regulations and other U.S. border operations crossings. Restricted to Community Colleges only.

**Prerequisite(s):** BUSA 1110.

**BMGT 290. Applied Business Capstone****3 Credits (3)**

Refines skills and validates courses taken in BMGT program. Business simulations, case studies and projects used to test and improve business practices. Student must be within 25 credits of graduation. May be repeated up to 3 credits. Restricted to: BMGT majors. Restricted to Community Colleges campuses only.

**Prerequisite(s):** BUSA 1110, and (BMGT 140 or MGMT 2110), and (BMGT 240 or SOCI 1110G or PSYC 1110G), and MKTG 2110 and BFIN 2110.

**BMGT 298. Independent Study****3 Credits (3)**

Individual studies directed by consenting faculty with prior approval of department chair. May be repeated up to 6 credits. Restricted to Community Colleges campuses only.

**Prerequisite(s):** Sophomore standing with 3.0 GPA.