

Division of Applied Science & Technology

Associate of Applied Science Degree – Management (212)

Program Description

Business managers are essential to all organizations. Managers plan, organize, lead, and control activities to effectively and efficiently accomplish organizational goals. The successful manager has excellent communication and interpersonal skills; demonstrates team-building and leadership abilities; exercises initiative, self-discipline, and good judgment; and possesses basic computer skills. The curriculum consists of courses in business management, computer applications, marketing, and general education.

Opportunities for Employment

The Management major is designed for students who seek employment in business or who wish to operate their own business upon completion of the College program. Salaries of managers vary depending on the level of responsibility, length of service, and type and size of firm.

Special Considerations

Students must take a placement test in English and Mathematics. Developmental classes in these areas may be required.

For Further Information Contact:

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PROGRAM OF STUDY

FIRST YEAR FALL				
<i>Course #</i>		<i>Course Title</i>	<i>Credit</i>	<i>Progress</i>
ACC	115	Applied Accounting	3	
BUS	200	Principles of Management	3	
ENG	111	College Composition I	3	
ITE	119	Information Literacy	3	
MKT	170	Customer Service	1	
SDV	100	College Success Skills	1	
FIRST YEAR SPRING				
ACC	215	Computerized Accounting	3	
BUS	202	Applied Management Principles	3	
ECO	120	Survey of Economics	3	
ITE	140	Spreadsheet Software	3	
PSY	120	Human Relations	3	
MTH	141	Business Mathematics I ¹	3	
SECOND YEAR FALL				
BUS	205	Human Resource Management	3	
BUS	241	Business Law I	3	
ITE	150	Desktop Database Software	3	
MKT	100	Principles of Marketing	3	
MKT or ACC	284 or 134	Social Media Marketing or Small Business Taxes	3	
SDV	106	Preparation for Employment	1	
SECOND YEAR SPRING				
BUS	111	Principles of Supervision	3	
BUS	165	Small Business Management	3	
BUS	242	Business Law II	3	
BUS	236	Communication in Management	3	
BUS or ACC	285 or 290	Current Issues in Management or Internship in Accounting	3	
		Humanities Elective	3	
Total Minimum Credits for Degree			66	

¹ Appropriate higher-level mathematics courses may be substituted. Consult with advisor.