

# BUSINESS ADMINISTRATION - MANAGEMENT

The Associate of Applied Science - Business Administration degree in Management enables students to move into a variety of entry-level management positions in the fields of sales, advertising, human resources, office management, and other related areas.

The one-year Management certificate is available for those students wishing to enter the workforce sooner.

## Stackable Credentials

- Associate of Applied Science - Business Administration - Management (Full-Time)
- Certificate - Management (Full-Time)

## Full-Time Schedules

Certificate - Management (Full-Time)

Associate of Applied Science - Business Administration - Management (Full-Time)

## Certificate - Management

Level One Certificate

This program is designed as a one-year certificate for students who wish to pursue a career in Management.

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
BCIS 1305	Business Computer Applications	3
BMGT 1313	Principles of Purchasing	3
BUSI 1301	Business Principles	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Semester #2</b>		
ACNT 1303	Introduction to Accounting I	3
BMGT 1327	Principles of Management <sup>1</sup>	3
BUSI 2304	Business Report Writing and Correspondence	3
HRPO 2301	Human Resources Management	3
<b>Semester Credit Hours</b>		<b>12</b>
<b>Total Semester Credit Hours</b>		<b>24</b>

## Full-Time Student Schedule

Course	Title	Semester Credit Hours
<b>Semester #1</b>		
ARTS 2313	Graphic Design	3
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
POFT 1321	Business Math	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #2</b>		
ACCT 2301 or ACNT 1303	Principles of Financial Accounting or Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence	3
MATH 1324	Math for Business and Social Science	3
MRKG 1311 or MRKG 2333	Principles of Marketing or Principles of Selling	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #3</b>		
BMGT 1309	Information and Project Management	3
BMGT 1313	Principles of Purchasing	3
BMGT 2309	Leadership	3
ECON 2301 or ECON 2302	Principles of Macroeconomics or Principles of Microeconomics	3
HRPO 2301	Human Resources Management	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Semester #4</b>		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2341	Strategic Management <sup>1</sup>	3
BUSI 2301	Business Law	3
PHIL 2306	Introduction to Ethics	3
SPCH 1315	Public Speaking	3
<b>Semester Credit Hours</b>		<b>15</b>
<b>Total Semester Credit Hours</b>		<b>60</b>

<sup>1</sup> Capstone Course

## Associate of Applied Science - Business Administration - Management

This program is designed for students who plan to start or further their career in a business field. While the AAS degree is not designed to fully transfer to a four-year university, it can serve to fulfill several transfer course requirements.