

ASSOCIATE OF APPLIED SCIENCE DEGREE (212)

# Management

**Purpose:** The curriculum is designed for persons who seek full-time employment in business and industry upon completion of this curriculum. Individuals who are seeking initial employment in a managerial position and those presently in business who are seeking promotion to management may benefit from this curriculum.

**Accreditation:** This program is accredited by the Association of Collegiate Business Schools and Programs.

**Occupational Objectives:** Management trainee, supervisor, real estate sales, banking, finance, retail merchandising, production operations, purchasing agent, sales management, and other related business and industry occupations.

**Admission Requirements:** Applicants must meet the general admission requirements for admission to the college. Developmental courses are required for students with deficiencies in English and mathematics.

Students who do not place above Algebra I (MTH 3) and into Algebra II (MTH 4) or higher on the placement test will be required to take developmental courses.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

**Program Requirements:** It is strongly recommended that students take ENG 111 in the first semester of coursework.

**SUGGESTED SCHEDULE**

FIRST YEAR/ FALL	SPRING
ACC 211	ACC 212
BUS 100	BUS 125 or MTH 271
ENG 111	BUS 165 or BUS 111
ITE 115	CST 105
MTH 120 or MTH 163	HLT/PED
SDV 108 or SDV 100	MKT 100
<b>SECOND YEAR/FALL</b>	<b>SPRING</b>
BUS 200	AST 205
BUS 205	BUS 202
BUS 225	ECO 120
BUS 241	FIN 215
ITE 140	Humanities/Fine Arts

**CURRICULUM AND OTHER REQUIREMENTS CREDITS**

**MANAGEMENT MAJOR**

**GENERAL EDUCATION CORE COURSES**

CST 105	..... Oral Communication	.....3
ECO 120 <sup>3</sup>	..... Survey of Economics	.....3
ENG 111*	..... College Composition I	.....3
HLT/PED <sup>1</sup>	..... Health or Physical Education	.....2
ITE 115	..... Introduction to Computer Applications and Concepts	.....3
MTH 120*	..... Intro to Mathematics (or MTH 163)	.....3
SDV 100	..... College Success Skills (or SDV 108)	.....1
E <sup>2</sup>	..... Humanities/Fine Arts Elective	.....3

**MANAGEMENT AND RELATED COURSES**

ACC 211-212*	..... Principles of Accounting I-II	.....8
AST 205*	..... Business Communications	.....3
BUS 100	..... Introduction to Business	.....3
BUS 125*	..... Applied Business Math (or MTH 271)	.....3
BUS 165*	..... Small Business Management (or BUS 111)	.....3
BUS 200	..... Principles of Management	..... 3
BUS 202*	..... Applied Management Principles	.....3
BUS 205	..... Human Resource Management	.....3
BUS 225*	..... Applied Business Statistics	.....3
BUS 241	..... Business Law I	.....3
FIN 215*	..... Financial Management	.....3
ITE 140	..... Spreadsheet Software	.....3
MKT 100	..... Principles of Marketing	.....3
<b>Total Minimum Credits for Degree</b>		<b>65</b>

<sup>1</sup> Two credits of Health (HLT) or Physical Education (PED) are required of all students. Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

<sup>2</sup> Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

<sup>3</sup> Students considering transfer to a four-year college should take ECO 201 or ECO 202 after consulting a faculty advisor.

\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

## ASSOCIATE OF APPLIED SCIENCE DEGREE (212)

## Management cont'd

CURRICULUM AND OTHER REQUIREMENTS	CREDITS	SUGGESTED SCHEDULE	
<b>MARKETING SPECIALIZATION (05)</b>			
<b>GENERAL EDUCATION CORE COURSES</b>			
CST 105 .....	Oral Communication .....	3	
ECO 120 <sup>3</sup> .....	Survey of Economics .....	3	
ENG 111* .....	College Composition I .....	3	
HLT/PED <sup>1</sup> .....	Health or Physical Education .....	2	
ITE 115 .....	Introduction to Computer Applications and Concepts .....	3	
MTH 120* .....	Intro to Mathematics (or MTH 163) .....	3	
SDV 100 .....	College Success Skills (or SDV 108) .....	1	
E <sup>2</sup> .....	Humanities/Fine Arts Elective .....	3	
<b>MARKETING AND RELATED COURSES</b>			
ACC 211-212* ..	Principles of Accounting I-II .....	8	
AST 205* .....	Business Communications .....	3	
BUS 100 .....	Introduction to Business .....	3	
BUS 125* .....	Applied Business Math (or MTH 271) .....	3	
BUS 165* .....	Small Business Management .....	3	
BUS 202* .....	Applied Management Principles .....	3	
BUS 225* .....	Applied Business Statistics .....	3	
BUS 241 .....	Business Law I .....	3	
FIN 215* .....	Financial Management .....	3	
MKT 100 .....	Principles of Marketing .....	3	
MKT 110 .....	Principles of Selling .....	3	
MKT 216 .....	Retail Organization & Management (or BUS 200) .....	3	
MKT 220 .....	Principles of Advertising .....	3	
<b>Total Minimum Credits for Degree .....</b>		<b>65</b>	

<sup>1</sup> Two credits of Health (HLT) or Physical Education (PED) are required of all students. Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

<sup>2</sup> Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

<sup>3</sup> Students considering transfer to a four-year college should take ECO 201 or ECO 202 after consulting a faculty advisor.

\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.

ASSOCIATE OF APPLIED SCIENCE DEGREE (212)

**Management cont'd**

**Purpose:** The curriculum is designed for persons who seek full-time employment in business and industry upon completion of the degree requirements. Individuals who are seeking initial employment in an entry-level human resource position and those presently in business who are seeking promotions may benefit from this curriculum.

**Accreditation:** This program will be accredited by the Association of Collegiate Business Schools and Programs.

**Occupational Objectives:** Entry-level human resource assistant, management trainee and supervisor.

**Admission Requirements:** Applicants must meet the general admission requirements for admission to the college. Developmental courses are required for students with deficiencies in English and mathematics.

Students who do not place into college-level English on the placement test will be required to take developmental courses (i.e., ENG 1, ENG 3, ENG 4, ENG 7).

Students who do not place above Algebra I (MTH 3) and into Algebra II (MTH 4) or higher on the placement test will be required to take developmental courses.

**Program Requirements:** It is strongly recommended that students take ENG 111 in the first semester of coursework.

**SUGGESTED SCHEDULE**

<b>FIRST YEAR</b>	<b>SPRING</b>
<b>FALL</b>	ACC 212
ACC 211	BUS 111
BUS 100	BUS 125 or MTH 271
ENG 111	BUS 200
ITE 115	HLT/PED
MTH 120 or MTH 163	MKT 100
SDV 100	
<b>SECOND YEAR</b>	<b>SPRING</b>
<b>FALL</b>	AST 205
ACC 124	BUS 202
BUS 205	BUS Elective
BUS 225	CST 105
BUS 241	FIN 215
ECO 120	Humanities/Fine Arts

**CURRICULUM AND OTHER REQUIREMENTS CREDITS**

**HUMAN RESOURCE MANAGEMENT SPECIALIZATION (07)**

**GENERAL EDUCATION CORE COURSES**

CST 105	..... Oral Communication	.....3
ECO 120 <sup>3</sup>	..... Survey of Economics	.....3
ENG 111*	..... College Composition I	.....3
HLT/PED <sup>1</sup>	..... Health or Physical Education	.....1
ITE 115	..... Intro Computer Applications and Concepts	.....3
MTH 120*	..... Intro to Math (or MTH 163)	.....3
SDV 100	..... College Success Skills (or SDV 108)	.....1
E	..... Business Elective (Adv Topics in HRM)	.....3
E <sup>2</sup>	..... Humanities/Fine Arts Elective	.....3

**HUMAN RESOURCE MANAGEMENT AND RELATED COURSES**

ACC 211-212*	. Principles of Accounting I-II	.....8
ACC 124	..... Payroll Accounting	.....3
AST 205*	..... Business Communications	.....3
BUS 100	..... Introduction to Business	.....3
BUS 111	..... Principles of Supervision	.....3
BUS 125*	..... Applied Business Mathematics (or MTH 271)	.....3
BUS 200	..... Principles of Management	.....3
BUS 202*	..... Applied Management Principles	.....3
BUS 205	..... Human Resource Management	.....3
BUS 225*	..... Applied Business Statistics	.....3
BUS 241	..... Business Law I	.....3
FIN 215*	..... Financial Management	.....3
MKT 100	..... Principles of Marketing	.....3
<b>Total Minimum Credits for Degree</b>		<b>67</b>

<sup>1</sup> Two credits of Health (HLT) or Physical Education (PED) are required of all students. Consult approved Health courses in the Description of Courses for selection. Veterans with an honorable discharge will be awarded HLT/PED credit based on military service.

<sup>2</sup> Any three credit 100 or 200 level ART, ENG, FRE, HUM, MUS, PHI, REL or SPA elective may be used, except ENG 111, ENG 112 or ENG 210. CST 130, 131, 132 or 136 may also be used. Students intending to transfer should contact the four-year college and choose a humanities course from the "Approved List of Transfer Courses" that is recommended by their transfer institution.

<sup>3</sup> Students considering transfer to a four-year college should take ECO 201 or ECO 202 after consulting a faculty advisor.

\* This course has a prerequisite. Prerequisites for all courses are listed in the course description section at the back of the catalog.