



**Management Development**  
Associate of Applied Science

Catalog Year: 2019-20

**Business Pathway**

AC Course Number	Required Course Titles	Credit Hours	Semesters Offered	Course Modalities
<b>FIRST YEAR</b>				
<b>First Semester</b>				
<input type="checkbox"/> XXXX 13xx	Creative Arts Core*	3	F, W, Sp, Su	F2F, Int, Hyb
<input type="checkbox"/> BMGT 1327	Principles of Management	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> BUSI 1301	Business Principles	3	F, W, Sp, Su	F2F, Int, Hyb
<input type="checkbox"/> ENGL 1301	Composition I	3	F, W, Sp, Su	F2F, Int, Hyb
<input type="checkbox"/> POFT 1321	Business Math	3	F, Sp	F2F
<input type="checkbox"/> STSU 0300	Student Success	0	F, W, Sp, Su	F2F, Int, Hyb
<b>Second Semester</b>				
<input type="checkbox"/> BUSI 1307	Personal Finance	3	Sp	Hyb
<input type="checkbox"/> HRPO 1311	Human Relations	3	F, Sp	Int
<input type="checkbox"/> MRKG 1311	Principles of Marketing	3	F, Su	F2F, Int
<input type="checkbox"/> POFI 1301	Computer Applications I	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> SPCH 1321	Business & Professional Speech	3	F, W, Sp, Su	F2F, Int, Hyb
<b>SECOND YEAR</b>				
<b>First Semester</b>				
<input type="checkbox"/> ACCT 2301	Principles of Financial Accounting	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> BUSG 1380	Cooperative Education I, Business	3	Su	F2F
<input type="checkbox"/> ECON 2301	Principles of Macroeconomics	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> HRPO 2301	Human Resources Management	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> ITSW 1304	Intro to Spreadsheets	3	F, Sp, Su	F2F, Int
<b>Second Semester</b>				
<input type="checkbox"/> BUSG 2309	Small Business Management	3	Sp	F2F
<input type="checkbox"/> BUSG 1381	Cooperative Education II, Business	3	F, Sp	F2F
<input type="checkbox"/> BUSI 2301	Business Law	3	Sp, Su	F2F, Int
<input type="checkbox"/> BUSI 2304	Business Report Writing & Correspondence	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> MATH 1314 or MATH 1332 or XXXX 13xx	College Algebra <b>or</b> Contemporary Math <b>or</b> 3-hour Life & Physical Science Core	3	F, W, Sp, Su	F2F, Int, Hyb
<b>TOTAL CREDIT HOURS</b>		60		

\* Choose from ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310

Semesters: Fall (F), Winter (W)Spring (Sp), Summer (Su)

Modalities: Face-to-face (F2F), Internet/online (Int), Hybrid (Hyb)



## Management Development

### Associate of Applied Science

### Business Pathway

#### Transfer Opportunities

Bachelors of Applied Arts & Science at most Universities.

#### Career Opportunities and Salaries

Overall, job prospects should be favorable due to the constant need for workplace training and education. Job openings will stem from growth and the need to replace workers who leave the occupation.

#### **Occupation, beginning salaries:**

Business Development, Customer Relationship Management, New Business Development, Business Analysis, Project Management, Restaurant Manager, Office Manager, Supermarket Supervisor and Training & Development Specialist - \$40,000 to \$50,000

#### Marketable Skills

1. Work well on a team
2. Define, explain and interpret technical information
3. Use critical thinking to identify strengths and weakness to determine solutions
4. Identify appropriate information sources
5. Use math to answer questions
6. Schedule/coordinate Operations
7. Use current technology to diagnose and solve problems
8. Use Troubleshooting to determine causes and decide what to do about it
9. Think on your feet

#### Technical Skills

According to two different management articles read, managers at every level need the following technical skills:

- Computer skills including Office Suite, networking (WiFi, messaging, and e-mail usage)
- Trend analysis (data significance and reliability) and basics statistics (mean, standard deviation)
- Project management including critical pathway and scheduling
- Basic accounting skills including budget and profit/loss analysis
- Basic understanding of compliance requirements and industry standards
- Communications skills including presentation, writing, and speaking before small groups

Semesters: Fall (F), Winter (W)Spring (Sp), Summer (Su)

Modalities: Face-to-face (F2F), Internet/online (Int), Hybrid (Hyb)