



Changing Futures. Changing Lives.

MANAGEMENT

Associate Degree Program*

Program Objective - The Management program provides training for the person seeking an entry-level career in business enterprise, general business skills for entrepreneurial pursuits, or promotion opportunities to those currently in the field. The program includes a broad mix of course work that allows the student to acquire a blend of basic business skills and human understanding to supervise other workers, to plan operations, to establish policies, and to pursue business goals. Management training may be applied to many business fields. Entry-level positions may be as sales representatives, management trainees, and service representatives in business, industry, and governmental agencies.

Major & Related Requirements		Quarter Credit Hours
BU105 ✓	Management Principles	4
BU110 ✓	Business Law	4
BU115 ✓	Customer Service	4
BU120 ✓	Marketing Principles	4
BU125 ✓	Sales Principles	4
BU205 ✓	Human Resource Management	4
BU240 ✓	Small Business Management	4
BU250 ✓	Externship & Seminar (or Business Elective)	4
AC101 ✓	Accounting Principles I	4
AC102 ✓	Accounting Principles II	4
AC103 ✓	Accounting Principles III	4
EN215 ✓	Business Communication	4
IT100 ✓	Introduction to Computers	4
IT101 ✓	Word Processing	2
IT102 ✓	Spreadsheets	2
IT103 ✓	Database Management	2
IT104 ✓	Presentation Graphics	2
IT202 ✓	Advanced Spreadsheets	2
OT101 ✓	Document Processing I	4
GS101 ✓	Career Development	4
GS201 ✓	Career Management	2
	Total Major and Related Requirements†	72
General Education Requirements		
EN101 ✓	English Composition I	4
EN102 ✓	English Composition II	4
MH101 ✓	College Mathematics	4
GSxxx ✓	General Studies Courses	12
	Choose one 4 credit elective from each of the following areas (See General Studies Offerings, page xx)**:	
	Social/Behavioral Sciences	
	Humanities/Fine Arts	
	Natural Science/Mathematics	
	Total General Education Requirements:	24
Total Quarter Credit Hours Required for Graduation		96

Full-time students earning an average of 16 credit hours per term may complete this program in six consecutive terms or approximately eighteen months. The length of time required to complete the program as a part-time student will vary depending upon the number of credits earned each term.