

# MANAGEMENT - ASSOCIATE OF APPLIED SCIENCE OPTION (AASO)

## Description

The Associate of Applied Science Option in Business Administration Management qualifies graduates for employment in entry-level management positions within a small/medium organization. This degree can also help those already in management positions who strive to be more effective managers. Employment opportunities and job functions will vary greatly with industry, size of business, and geographical region.

## Program Learning Outcomes

Upon successful completion of the program, students will be able to:

1. Apply effective written and verbal communication skills individually and in groups.
2. Apply analytical, technology, and reasoning skills relevant to the profession.
3. Apply appropriate ethical choices on both a professional and personal level.
4. Demonstrate practical knowledge and understanding of the four functions of management: planning, organizing, leading, and controlling.
5. Demonstrate an understanding of the importance of attracting, developing, and retaining a high-quality workforce.
6. Describe the processes and techniques managers can use in successfully managing the global environment, diversity, and social responsibility.

## Entrance Requirements

### Academic Entrance Requirements

Recommended:

- High school diploma or GED
- Completion of WR 065 Rhetoric and Critical Thinking II or higher or minimum placement Wr/Comm Level 7
- Completion of MTH 060 Beginning Algebra or higher or minimum placement Math Level 10

## Course Requirements

Course	Title	Credits
<b>Level 1 Foundation Courses</b>		
BA 101	Introduction to Business	4
BA 104	Business Math	3
BA 111	Applied Accounting I	3
BA 178	Customer Service	3
or BA 285	Business Human Relations	
BA 218	Personal Finance	4
CIS 120	Computer Concepts (or Computer Competency Test)	0-4
CIS 131	Software Applications	4
LIB 100	Introduction to Finding Information	1
WR 121	Academic Composition	4
<b>Level 2 Core Courses</b>		

BA 112	Applied Accounting II	3
BA 113	Applied Accounting III	3
BA 206	Management Fundamentals I	4
BA 214	Business Communications	3
BA 223	Marketing Principles I	4
BA 226	Business Law I	4
BA 250	Entrepreneurship	4
BA 261	Consumer Behavior	4
CIS 125E	Excel	4
<b>Level 3 Management Specialization</b>		
BA 207	Management Fundamentals II	4
BA 224	Human Resources Management	4
Choose 13-16 credits from any BA prefix		13-16
<b>Level 4 Advanced Core and Capstone Courses</b>		
BA 220	Business Analysis and Budgeting	4
BA 222	Business Finance	4
BA 290	Business Seminar	3
<b>Total Credits</b>		<b>91-98</b>

## Advising Notes

Take as many level 1 courses as possible before attempting level 2 courses, and take as many level 2 courses before level 3 courses. Level 3 courses may be taken concurrently with level 4 courses.

This degree is designed for students planning to enter their chosen career upon graduation. Only selected credits are considered transferrable to public or private baccalaureate institutions. See advisor for additional information.

## Performance Standards

- Academic Requirements:
  - Students must have a 2.0 cumulative GPA to earn a COCC certificate or degree.
  - All courses in the program must be completed with a grade of C or higher.
- Additional Requirements:
  - None

## Sample Plan

First Year		Credits
Fall		
BA 101	Introduction to Business	4
BA 111	Applied Accounting I	3
CIS 120	Computer Concepts	0-4
BA 178	Customer Service	3
or BA 285	or Business Human Relations	

LIB 100	Introduction to Finding Information	1
<b>Credits</b>		<b>11-15</b>
<b>Winter</b>		
BA 104	Business Math	3
BA 112	Applied Accounting II	3
CIS 131	Software Applications	4
WR 121	Academic Composition	4
<b>Credits</b>		<b>14</b>
<b>Spring</b>		
BA 113	Applied Accounting III	3
BA 206	Management Fundamentals I	4
BA 218	Personal Finance	4
BA 250	Entrepreneurship	4
<b>Credits</b>		<b>15</b>
<b>Summer</b>		
BA 214	Business Communications	3
BA 223	Marketing Principles I	4
<b>Credits</b>		<b>7</b>
<b>Second Year</b>		
<b>Fall</b>		
BA 224	Human Resources Management	4
BA 261	Consumer Behavior	4
BA Elective		3-4
CIS 125E	Excel	4
<b>Credits</b>		<b>15-16</b>
<b>Winter</b>		
BA 220	Business Analysis and Budgeting	4
BA 226	Business Law I	4
BA Elective		3-4
BA Elective		3-4
<b>Credits</b>		<b>14-16</b>
<b>Spring</b>		
BA 207	Management Fundamentals II	4
BA 222	Business Finance	4
BA 290	Business Seminar	3
BA Elective		4
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>91-98</b>