

# BUSINESS ADMINISTRATION: MANAGEMENT, A.A.S.

## Entry Time

Fall, Spring, Summer

## Award

Associate of Applied Science degree

2 years (5 terms)

The Management program provides an extensive selection of management courses. It is designed for someone who would like to develop management skills for career advancement.

This program offers many management and general electives from which to choose to provide students the opportunity to take courses that fit their specific needs. Certificate options are available for students who want to specialize in human resources, project management, and entrepreneurship.

Courses in the program are available face-to-face and online. Students should work with their advisor to develop a solid plan that best meets their education goals.

## Career Opportunities

- assistant store manager
- human resources assistant
- project coordinator
- sales supervisor
- financial services assistant manager
- supply chain analyst
- customer service manager
- operations assistant manager
- training and development coordinator
- entrepreneur/startup founder

## Degree Requirements

Term 1		Credit Hours
BUS-101	Business Professionalism	1
BUS-102	Introduction to Business	3
MGT-145 or PSY-111	Human Relations in Management or Intro to Psychology	3
ENG-105	Composition I	3
Approved Math Course		3
<b>Term Totals:</b>		<b>13</b>
Term 2		
MGT-101	Principles of Management	3
CSC-116	Information Computing	3
Select one of the following:		3
SPC-101	Fundamentals of Oral Comm	

SPC-112	Public Speaking	
MKT-140	Principles of Selling	
MGT-170	Human Resource Management	3
BUS-192	Prof. Business Comp	1
<b>Term Totals:</b>		<b>13</b>
Term 3		
Humanities or History/Culture Course ( <a href="https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/">https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/</a> )		3
ECN-120 or ECN-130	Principles of Macroeconomics or Principles of Microeconomics	3
ENG-108 or ENG-106	Comp II: Technical Writing or Composition II	3
<b>Term Totals:</b>		<b>9</b>
Term 4		
MGT-300	Intro to Entrepreneurship	3
MGT-121 or WBL-145	Project Management Basics or Project: Bus, Fin, Mkt & Mgt	3
MGT-130	Principles of Supervision	3
MKT-110	Principles of Marketing	3
Management Electives		3
<b>Term Totals:</b>		<b>15</b>
Term 5		
ACC-111 or ACC-152	Introduction to Accounting or Financial Accounting	3
MGT-206	Global Business Skills	3
MGT-301	Management Capstone	3
Management Electives		3
<b>Term Totals:</b>		<b>12</b>
<b>Program Totals:</b>		<b>62</b>

## Management Electives

Management elective credit may be used to earn a certificate. See your advisor for online availability.

Code	Title	Credit Hours
ACC-156	Managerial Accounting <sup>1</sup>	4
APP-120	Apparel Visual Merchandising <sup>1</sup>	3
BCA-213	Intermediate Computer Bus Apps <sup>1</sup>	3
BCA-290	Web Design Principles	3
BUS-185	Business Law I	3
BUS-280	Fundamentals of Lean Process Improvement	3
CIS-290	Web Content & E-Commerce Sys <sup>1</sup>	3
ECN-120	Principles of Macroeconomics	3
ECN-130	Principles of Microeconomics	3
FIN-121	Personal Finance	3
MGT-124	Project Management Tools <sup>1</sup>	3

MGT-137	Developing Leadership Skills	1
MGT-139	Effective Team Building for Managers	1
MGT-140	Time Management in the Workplace	1
MGT-155	Integrated Project Management <sup>1</sup>	3
MGT-161	Agile Project Mgmt With Scrum	3
MGT-171	HR Strat-Talent Mgt/Empl Rel <sup>1</sup>	3
MGT-179	HR Strat-Ttl Reward/Safe/Labr <sup>1</sup>	3
MGT-305	Business Plans for Entrepreneurs <sup>1</sup>	3
MKT-130	Social Media in Business <sup>1</sup>	3
MKT-135	Content Marketing <sup>1</sup>	3
MKT-140	Principles of Selling	3
MKT-150	Principles of Advertising	3
MKT-160	Principles of Retailing	3
MKT-180	Customer Service Strategies	1
WBL-200	Practicum/Field Experience	1-4
WBL-305	Intern: Bus/Finance/Mktg/Mgt	1-5

<sup>1</sup> Prerequisite required. See MyHub or your advisor.

### Optional Courses

Code	Title	Credit Hours
BUS-928	Independent Study	1-3
BUS-924	Honors Project	1
MGT-924	Honors Project	1
MGT-928	Independent Study	1-4
MGT-112	Business Innovation	3