

AAS - MANAGEMENT OPTION (64-70 CREDITS)

Name: _____ SS#: _____
 Last First Middle/Maiden

Address: _____
 P.O. Box/Street City State Zip

Home Phone: _____ Cell/Alternate Phone: _____ Advisor: _____

FIRST SEMESTER		Hours	Grade	Date Completed
ENG 101	Writing I	3		
CIS 100	Introduction to Computers OR	3		
CS 101	Introduction to Computing I OR	(3)		
OST 105	Introduction to Information Systems	(3)		
BA 160	Introduction to Business OR	3		
B&E 100	Introduction to Business and Economics	(1)		
COM 181	Basic Public Speaking OR	3		
COM 252	Introduction to Interpersonal Communication	(3)		
MT 105	Business Mathematics OR	3		
MT 110	Applied Mathematics OR	(3)		
_____	Higher Math	(3)		
TOTAL CREDIT HOURS		15		
SECOND SEMESTER		Hours	Grade	Date Completed
ACC 201	Financial Accounting OR	3		
ACT 101	Fundamentals of Accounting I AND	(3)		
ACT 102	Fundamentals of Accounting II	(3)		
CIS 130	Microcomputer Applications and Development OR	3		
OST 240	Software Integration	(3)		
BA 283	Principles of Management	3		
ENG 102	Writing II OR	3		
CMS 152	Writing for Business & Industry OR	(3)		
OST 235	Business Communications Technology	(3)		
ECO 101	Contemporary Economic Issues OR	3		
ECO 201	Principles of Microeconomics OR	(3)		
ECO 202	Principles of Macroeconomics	(3)		
_____	Heritage/Humanities	3		
TOTAL CREDIT HOURS		18		
THIRD SEMESTER		Hours	Grade	Date Completed
ACC 202	Managerial Accounting	3		
BA 267	Introduction to Business Law	3		
BA 282	Principles of Marketing	3		
BA 212	Introduction to Financial Management OR	3		
_____	Second Mathematics Course *	(3)		
_____	Approved Mgmt/Tech Course	3		
_____	Natural or Applied Science Course	3		
TOTAL CREDIT HOURS		18		
FOURTH SEMESTER		Hours	Grade	Date Completed
BA 250	Business Employability Seminar	1		
BA 284	Applied Management Skills	3		
_____	Approved Mgmt/Tech Course	3		
QMS 101	Introduction to Quality Systems	3		
_____	Approved Mgmt/Tech Course	3		
_____	Approved Mgmt/Tech Course	3		
TOTAL CREDIT HOURS		16		

* Second Math List: MT105, MT110, MT145, MT 150, MA109, MA123, MA113.

Enrollment Date ____/____/____

Choose a Total of 11-12 Hours from the following Approved Management/Technical Courses – up to 3 hours of the total 12 may be selected from the “Technical Courses.” **

Management Courses

ACT 277	Managerial Accounting Topics	3	BA 290	Management, Ethics & Society	3
BA 200	Small Business Management	3	BA 256	International Business	3
BA 212 ***	Introduction to Financial Mgmt.	3	BA 260	Prof. Development & Protocol	3
BA 289	Operations Management	3	BA 274	Human Resource Mgmt.	3
BA 285	Problems in Mktg. & Mgmt.	3	BA 299	Selected Topics in BA: (Topic)	1-3
BA 287	Supervisory Management	3	OST 275	Office Management	3
BA 288	Personal and Orgznl. Leadership	3	QMS 202	Performance Management	3
BA 291	Retail Management	3			

*** Not allowed as an Approved Management Course if course has been taken as an option required course.

**** Technical Courses**

BA 120	Personal Finance	3	COE 199	Cooperative Education: BA OR	1-4
BA 150	Doing Business on the Internet OR	1	BA 280	Business Internship	1-4
CIS 150	Doing Business on the Internet	(1)	ECO 201	Princ. of Microeconomics	3
BA 151	Intro. to Electronic Commerce OR	3	ECO 202	Princ. of Macroeconomics	3
CIS 151	Intro. to Electronic Commerce	(3)	IT 132	Web Page Development	3
CIS 230	Advanced Microcomputer Appl.	3	IT 237	Help Desk I	3
CMS 152	Writing for Business & Industry OR	3	OST 110	Document Formatting & Word Proc.	3
ENG 203	Business Writing OR	(3)	QMS 201	Customer Svc. Improvement Skills	3
OST 235	Business Communications Tech.	(3)			

**Students may select other technical courses approved by the Business Studies Program Coordinator.