

# Associate of Applied Science Management



**PURPOSE:** Business managers are essential to all organizations. Managers plan, organize, lead, and control activities to effectively and efficiently accomplish organizational goals. The successful manager has excellent communication and interpersonal skills; demonstrates team-building and leadership abilities; exercises initiative, self-discipline, and good judgment; and possesses basic computer skills. The curriculum consists of courses in business management, computer applications, marketing, and general education designed to meet employer needs.

**SPECIAL CONSIDERATIONS:** Students are required to take English and mathematics placement tests.

## First Year

Fall Semester				
ACC	111 or 211	Accounting I or Principles of Accounting I		3
BUS	200	Principles of Management		3
ENG	111	College Composition		3
HLT or PED		Elective		1
ITE	115	Intro to Computer Apps and Concepts		3
MKT	170	Customer Service		1
SDV	101	Orientation to Business Programs		1

Spring Semester				
ACC	112 or 212	Accounting II or Principles of Accounting II		3
BUS	202	Applied Management Principles		3
ECO	120	Survey of Economics		3
ITE	140	Spreadsheet Software		3
MKT	284	Social Media Marketing		3
MTH	141 <sup>1</sup>	Business Mathematics I		3

## Second Year

Fall Semester				
BUS	205	Human Resource Management		3
BUS	241	Business Law I		3
ITE	150	Desktop Database Software		3
MKT	100	Principles of Marketing		3
PSY	120	Human Relations		3
SDV	106	Prep for Employment		1

Spring Semester				
BUS	111	Principles of Supervision		3
BUS	165	Small Business Management		3
BUS	242	Business Law II		3
BUS	236	Communication in Management		3
BUS	285	Current Issues in Management		3
HUM	Elective			3
<b>Total Minimum Credits for Degree</b>				<b>67</b>

<sup>1</sup> Appropriate higher-level mathematics courses may be substituted. Consult with advisor.

Program Contact: Fran Doyle, Assistant Dean, [fdoyle@mecc.edu](mailto:fdoyle@mecc.edu), 276.523.2400 ext. 313