
BUSINESS MANAGEMENT

PROGRAM OVERVIEW

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This two-year professional Associate of Applied Science degree curriculum is designed for persons who desire a generalized business degree and who do not intend to transfer to a four- year institution. Emphasis is placed on the development of leadership skills and the use of technology in various business applications such as accounting and making presentations. Graduates will be prepared to secure entry-level management positions in a wide variety of operations such as retail establishments and service businesses.

This is a career program and is designed to enable students to seek employment at the program's completion. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Business Management.

COURSE REQUIREMENTS

REQUIRED BUSINESS COURSES

BUAD-101	Introduction to Business
BUAD-104	Sales and Customer Service
BUAD-110	Business Professionalism and Ethics
BUAD-206	Entrepreneurship
BUAD-207	Managerial Accounting
BUAD-210	Business Law
BUAD-215	Financial Accounting
BUAD-216	Principles of Marketing
BUAD-108 or	Personal Finance or
BUAD-218	Accounting Systems and Software
BUAD-213 or	Principles of Management or
BUAD-209	Human Resources and Supervision
BUAD-270	Field Placement

REQUIRED GENERAL COURSES

COMP-101	Computer Literacy
COMP-221	Office Applications I
ENG-101	Freshman English I
HUM-110 or	Interdisciplinary Leadership I or
ENG-112	Business and Technical Communication
SPCH-101	Speech Communication

REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Economics Elective - 3 credits

Mathematic Elective - 3 credits

Physical Activity Elective - 1 credit

Science Elective - 3 credits

Social and Behavioral Science Elective - 3 credits

PROGRAM PATH

BUSINESS MANAGEMENT

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER

	<u>Credit Hours</u>
Business Administration 101 (Introduction to Business)	3
Business Administration 216 (Principles of Marketing)	3
Computer Technology 101 (Computer Literacy)	3
English 101 (Freshman English I)	3
Mathematics Elective	3
Total:	15

SECOND SEMESTER

Business Administration 104 (Sales and Customer Service)	3
Business Administration 110 (Business Professionalism and Ethics)	2
Business Administration 215 (Financial Accounting)	3
Computer Technology 221 (Office Applications I)	3
Physical Activity ¹	1
Speech 101 (Speech Communication)	3
Total:	15

THIRD SEMESTER

Business Administration 206 (Entrepreneurship)	3
Business Administration 207 (Managerial Accounting)	3
Business Administration 108 or 218 (Personal Finance or Accounting Systems and Software)	3
Economics Elective	3
Humanities 110 or English 112 (Interdisciplinary Leadership I or Business and Technical Communications)	3
Total:	15

FOURTH SEMESTER

Business Administration 210 (Business Law)	3
Business Administration 213 or 209 (Principles of Management or Human Resources and Supervision)	3
Business Administration 270 (Field Placement)	3
Science Elective	3
Social and Behavioral Science Elective ²	3
Total:	15
Total Credit Hours:	60

¹ Students should consult with their advisor or Advising Center staff in selecting the most appropriate Physical Education course.

² Course must be from a different discipline other than economics.

NOTE: All courses specifically identified by course number are graduation requirements for this program.