

Business Administration and Management

Associate of Science in Business Administration–B3

The Associate of Science in Business Administration Degree is designed to provide students with the freshman and sophomore courses that will transfer to Texas public universities for a Bachelor of Arts (BA/BBA) or Bachelor of Science (BS) Degree in Business.

FIRST SEMESTER			SCH
—	ENGL 1301	English Composition I	3
—	COSC 1301	Microcomputer Applications	3
—	BUSI 1301	Business Principles	3
—	----	Health, Wellness, & Kinesiology	1
—	MATH 1324	Finite Math with Business Applications	3
—	----	Humanities: Visual/Performing Arts	3
			16
SECOND SEMESTER			
—	ENGL 1302	English Composition II	3
—	BUSI 2301	Business Law	3
—	----	Natural Science	4
—	SPCH 1321	Business & Professional Communication	3
—	MATH 1425	Calculus with Business Applications	4
			17
THIRD SEMESTER			
—	ACCT 2401	Principles of Accounting - Financial	4
—	ECON 2301	Principles of Economics: Macroeconomics	3
—	GOVT 2301	American Government I	3
—	HIST 1301	History of the United States to 1877	3
—	----	Humanities: Other	3
			16
FOURTH SEMESTER			
—	ACCT 2402	Principles of Accounting II - Managerial	4
—	ECON 2302	Principles of Economics-Microeconomics	3
—	GOVT 2302	American Government II	3
—	----	Natural Science	4
—	HIST 1302	History of the United States Since 1877	3
			17
Total Semester Credit Hours for Degree			66

Associate of Applied Science in Management – Tech Prep–MN2

FIRST SEMESTER			SCH
—	BMGT 1301	Supervision	3
—	ENGL 1301	English Composition I	3
—	COSC 1301	Microcomputer Applications	
or			
—	BCIS 1405	Business Computer Applications	3/4
—	HRPO 1311	Human Relations	3
—	BMGT 1341	Business Ethics	3
			15/16
SECOND SEMESTER			
—	SPCH 1321	Business & Professional Communication	3
—	BUSI 1301	Business Principles	3
—	ACNT 1303	Introduction to Accounting I	
or			
—	ACCT 2401	Principles of Accounting I - Financial	3/4
—	HRPO 2301	Human Resource Management	3
—	◆MRKG 1311	Principles of Marketing	3
			15/16
THIRD SEMESTER			
—	BMGT 1331	Production & Operations Management	3
—	BMGT 1325	Office Management	3
—	----	Social/Behavioral Science	3
—	ENGL 2311	Technical Writing	3
—	IBUS 1305	Introduction to International Business	3
—	BMGT 1307	High Performance Work Teams	3
			18
FOURTH SEMESTER			
—	BUSI 2301	Business Law	3
—	----	Natural Science/Mathematics	4
—	BUSG 2309	Small Business Management	3
—	----	Humanities/Fine Arts	3
—	●BMGT 1327	Principles of Management	3
			16
Total Semester Credit Hours for Degree			64/66

● Students should plan to take this capstone course in their last semester and should speak with their advisor prior to registering for the final semester. Core curriculum courses are shown in bold type. Field of Study (FOS) courses are underlined. Core and Field of Study courses are shown in bold and underline type.

◆ Students completing a high school Tech Prep Program may receive credit for indicated courses.

Certificate of Completion in Business–BU1

FIRST SEMESTER

— ●BUSI	1301	Business Principles	
— BMGT	1327	Principles of Management	
— BUSI	2301	Business Law	
— MRKG	1311	Principles of Marketing	
— BMGT	1331	Production & Operations Management	

Total Semester Credit Hours for Certificate

Certificate of Completion in International Business–IB1

FIRST SEMESTER

— BUSI	1301	Business Principles	
— BMGT	1327	Principles of Management	
— MRKG	1311	Principles of Marketing	
—● IBUS	1305	Introduction to International Business & Trade	
— - - - -	- - - -	Social/Behavioral Science	

Total Semester Credit Hours for Certificate

Certificate of Completion in Management–MN1

FIRST SEMESTER

— BMGT	1301	Supervision	
— ●BMGT	1327	Principles of Management	
— BMGT	1307	High Performance Work Teams	
— HRPO	2301	Human Resource Management	
— HRPO	1311	Human Relations	

SECOND SEMESTER

— BMGT	1325	Office Management	
— BMGT	1331	Production & Operations Management	
— BUSG	2309	Small Business Management	
— ACNT	1303	Introduction to Accounting I	
		or	
— ACCT	2401	Principles of Accounting I - Financial	

Total Semester Credit Hours for Certificate

Certificate of Completion in Entrepreneurship–BE1

SCH The Certificate of Entrepreneurship is designed for individuals who plan to open their own business and/or those students who want to work for a small organization (usually one with fewer than fifty full-time employees) in a leadership role. With the assistance of the Management Faculty Advisor, these courses can become part of an AAS in Management for students who want to continue their education.

FIRST SEMESTER

— BMGT	1301	Supervision	SCH	3
— ACNT	1303	Introduction to Accounting I		
		or		
— ACCT	2401	Principles of Accounting I - Financial	SCH	3/4
— BUSI	1301	Business Principles		3
— MRKG	1311	Principles of Marketing		3

SECOND SEMESTER

— BUSI	2301	Business Law		3
— IMED	2309	Internet Commerce		3
— IBUS	1305	Introduction to International Business		3
—●BUSG	2309	Small Business Management		3

Total Semester Credit Hours for Certificate

Certificate of Completion in Supervision–SU1

—●BMGT	1301	Supervision	SCH	3
— MRKG	1311	Principles of Marketing		3
— BMGT	1307	High Performance Work Teams		3

SECOND SEMESTER

— HRPO	2301	Human Resource Management		3
— BMGT	1331	Production & Operations Management		
		or		
— BMGT	1325	Office Management		3

Total Semester Credit Hours for Certificate

Certificate of Completion in Marketing–MK1

—●MRKG	1311	Principles of Marketing	SCH	3
— BUSI	1301	Business Principles		3
— GISC	1311	Introduction to GIS		3

SECOND SEMESTER

— IMED	2309	Internet Commerce		3
— BUSI	2301	Business Law		3
— IBUS	1305	Introduction to International Business		3

Total Semester Credit Hours for Certificate