

Management A.A.S.

General Business Option

Program Description

The General Business Option gives students a broad, comprehensive business education which will prepare them to enter employment in a wide range of management positions in private, government or non-profit organizations. This program is designed for both working professionals that want to hone their skills or gain new insight with vital and specialized knowledge and students that want to enter the job force immediately after graduation. Graduates of this program will be equipped with managerial skills for entry-level or middle management positions in organizations of varying sizes and ranges of operations.

Employment Information

National trends reflect an increased need for these graduates throughout the next decade. Specialized management skills will be more in demand as down-sizing and restructuring continues in most major organizations. U.S. Department of Labor statistics report continued growth through the 21st century.

Degree Awarded

Associate in Applied Science

For More Information Contact:

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Technical Occupational Specialty

				33 Credit Hours
<input type="checkbox"/>	MGMT	2103	Principles of Management	3
<input type="checkbox"/>	MKT	2273	Principles of Marketing	3
<input type="checkbox"/>	BUS	2113	Business Communications	3
<input type="checkbox"/>	ACCT	2103	Financial Accounting	3

Electives: 21 hours from courses with the following prefixes, BUS, CIS, MGMT & MKT 21

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Date	Institution

Recommended electives - 9 hours **must** have the MGMT prefix

<input type="checkbox"/>	BUS	2003	Small Business Management	3
<input type="checkbox"/>	BUS	2333	Business Law	3
<input type="checkbox"/>	CIS	2363	Database Design	3
<input type="checkbox"/>	MGMT	2913	Organizational Behavior	3
<input type="checkbox"/>	MGMT	2143	Leadership	3
<input type="checkbox"/>	MGMT	1313	Stress Management	3
<input type="checkbox"/>	MKT	2643	Principles of Public Relations	3

Support and Related Courses

				13 Credit Hours
<input type="checkbox"/>	CIS	1113	Computer Concepts with Applications	3
<input type="checkbox"/>	CIS	1503	Microcomputer Applications - Microsoft Office	3
<input type="checkbox"/>	BUS	1011	Business Ethics	1
<input type="checkbox"/>	MATH	1413	General College Math	3
<input type="checkbox"/>	ECON	2013	Introduction to Macroeconomics	3

General Education Requirements

				18 Credit Hours
<input type="checkbox"/>	ENGL	1113	English Composition I	3
<input type="checkbox"/>	ENGL	1213	English Composition II	3
<input type="checkbox"/>	SPCH	1113	Introduction to Speech Communications	3
<input type="checkbox"/>	POLS	1113	American Government	3
<input type="checkbox"/>	HIST	1483	U.S. History to 1865	3
<input type="checkbox"/>	OR			3
<input type="checkbox"/>	HIST	1493	U.S. History Since 1865	
<input type="checkbox"/>	PSYC	1113	Introductory Psychology	3
<input type="checkbox"/>	OR			3
<input type="checkbox"/>	SOC	1113	Introductory Sociology	

Total to Graduate

64 Credit Hours

Student Name:	_____
CWID:	_____
Counselor:	_____
Catalog 2011-2012	

MANAGEMENT AAS - GENERAL BUSINESS OPTION COURSE DESCRIPTIONS

ACCT 2103 FINANCIAL ACCOUNTING

Covers the accounting process and principles of accrual accounting. The study of financial statements and the information required for their preparation.

BUS 1011 BUSINESS ETHICS

A study of contemporary and classical views relating to moral judgments and conduct within the business environments.

BUS 2003 SMALL BUSINESS MANAGEMENT

Focuses on the experiences and problems faced by those who go into business for themselves. Looks at problems of organizing and managing individually owned businesses including location, securing capital, records, personnel and sales promotion. Prerequisite: MGMT 2103.

BUS 2113 BUSINESS COMMUNICATIONS

Includes effective communication strategy, effective report presentation (both written and oral), effective summarizing skills and analytical reasoning skills. Focuses on the dynamics, qualities, functions and methods of administrative communication; problems and practices of preparing effective material. Prerequisite: ENGL 1113

BUS 2333 BUSINESS LAW

An introduction to the principles of law in relation to business. Topics include law of contracts, law of agency, law of property and sales and negotiable instruments. Special attention is given to practical business problems and their legal implications.

***CIS 1113 COMPUTER CONCEPTS WITH APPLICATIONS**

Provides students with an introduction to concepts and applications of the personal computer in business. Topics include spreadsheets, databases, word processing, ethics, vocabulary, Internet skills and file system management. Theory and hands-on computer instruction is included. This introductory course is intended for students with existing computer skills. Prerequisite: READ 0033 or [R].

***CIS 1503 MICROCOMPUTER APPLICATIONS-MS OFFICE**

Familiarizes the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, data base management systems, and may include graphics, data communications and desktop publishing. Familiarity with computer keyboard is recommended. Hands on computer instruction.

***CIS 2363 DATABASE DESIGN**

Provides students with basic knowledge of database planning, design and implementation. Exercises will take the student through database planning, design and construction, implementation and maintenance. Prerequisite: CIS 1113.

ECON 2013 INTRODUCTION TO MACROECONOMICS

A study of the functioning and current problems of the aggregate economy; determination and analysis of rational income, employment, inflation and stabilization monetary and fiscal policy and aspects of international interdependence. Prerequisite: math proficiency is suggested.

MGMT 1313 STRESS MANAGEMENT

Management of activities, rather than doing activities, stresses relationships between goals and activities. Discusses the balance between personal and professional life.

MGMT 2103 PRINCIPLES OF MANAGEMENT

An introductory course presenting the basic concepts and practices of management, both private and public. Topics include historical development of management; basic definitions and philosophy; fundamentals managerial functions, including planning, organizing, staffing, directing and controlling; current trends in management; possible future developments in organization and administration.

MGMT 2143 LEADERSHIP

A study of organizations and the effective use of power and authority to motivate, lead and influence people. Course discusses the historical view of leadership, situational leadership, influence of organizational climate on leadership styles and current and future trends affecting leadership. Prerequisite: MGMT 2103.

MGMT 2913 ORGANIZATIONAL BEHAVIOR

Covers the structure of organizations and dynamics of behavior within organizations. Topics include job design, perception, communication, decision-making, motivation, groups, leadership and organizational change and effectiveness. Prerequisite: MGMT 2103.

MATH 1413 GENERAL COLLEGE MATHEMATICS (A)

Topics from set theory, probability, statistics, algebra, number systems and math applications. Not preparatory for subsequent math courses. Satisfactory placement scores are required or students must have completed MATH 0213 with a grade of "C" or better. Prerequisite: [R] MATH 0213.

MKT 2273 PRINCIPLES OF MARKETING

Focuses on the relationship between the organization and its customers and the other members of the channel of distribution. Introduces students to the marketing function of an organization, the environmental factors influencing marketing decisions, the discovery of market opportunities, the development of marketing strategy and the development of marketing programs.

MKT 2643 PRINCIPLES OF PUBLIC RELATIONS

A study of various methods and procedures for use by individuals, groups or organizations to improve their image, communications and relationships with their public. Builds on a rigorous base of consumer psychology and then focuses on public relations and communication in relation to the overall promotional mix. Prerequisite: MKT 2273.