

Management A.A.S.

Management Option

Program Description

The field of management is indeed a complex one in modern society and it is ever-changing as organizational structures evolve. Management's role is to control those functions assigned to assure success to the business/industry. Graduates will be educated to plan, organize, staff, motivate, control, innovate and represent. The student will be equipped with supervisory and managerial skills for an entry-level or middle-management position. The curriculum is also designed to upgrade existing managers with vital and specialized knowledge.

Technical Occupational Specialty

<input type="checkbox"/>	ACCT	2103	Financial Accounting
<input type="checkbox"/>	ACCT	2203	Managerial Accounting
<input type="checkbox"/>	BUS	2023	Business Statistics
<input type="checkbox"/>	BUS	2113	Business Communications
<input type="checkbox"/>	ECON	2013	Introduction to Macroeconomics
<input type="checkbox"/>	ECON	2023	Introduction to Microeconomics
<input type="checkbox"/>	MGMT	2103	Principles of Management
<input type="checkbox"/>	MGMT	2913	Organizational Behavior
<input type="checkbox"/>	<i>Electives: select 6 hours from courses with MGMT Prefix</i>		

30 Credit Hours

Date	Institution

Employment Information

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

Support and Related Courses

<input type="checkbox"/>	BUS	1011	Business Ethics
<input type="checkbox"/>	CIS	1113	Computer Concepts with Applications
<input type="checkbox"/>	MATH	1513	College Algebra
<input type="checkbox"/>	PSYC	1113	Introductory Psychology
OR			
<input type="checkbox"/>	SOC	1113	Introductory Sociology
<input type="checkbox"/>	SPCH	1113	Introduction to Speech Communications

13 Credit Hours

Degree Awarded

Associate in Applied Science

For More Information Contact:

Roberta Hollen
 Division Advisor
 Business Technologies Division
 Business Technology Building, Room 300
 900 N Portland Avenue
 Oklahoma City, OK 73107
 405-945-3282
 businesstech@osuokc.edu

General Education Requirements

<input type="checkbox"/>	ENGL	1113	English Composition I
<input type="checkbox"/>	ENGL	1213	English Composition II
<input type="checkbox"/>	HIST	1483	U.S. History to 1865
OR			
<input type="checkbox"/>	HIST	1493	U.S. History Since 1865
<input type="checkbox"/>	HUMN		<i>Designated humanities courses</i>
<input type="checkbox"/>	POLS	1113	American Government
<input type="checkbox"/>	SCI		<i>4-hour science course with a lab</i>

19 Credit Hours

Total to Graduate

62 Credit Hours

Lisa McConnell, Associate Professor
 Management
 405-945-3366
 Email: mcollu@osuokc.edu

Jeff Brewer, Department Head
 Business Administration
 405-945-3267
 Email: brewejm@osuokc.edu

Student Name: _____
CWID: _____
Counselor: _____

MANAGEMENT AAS-MANAGEMENT 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.

ACCT 2203 MANAGERIAL ACCOUNTING

Managerial accounting concepts and objectives, planning and control of sales and cost, analysis, variance analysis, capital budgeting and the measurement of divisional performance. Prerequisite: ACCT 2103.

BUS 1011 BUSINESS ETHICS

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

BUS 2023 BUSINESS STATISTICS

Explores descriptive measures, elementary probability, sampling, estimation and testing, regression and correlation and analysis of variance. Prerequisite: MATH 1513 College Algebra or equivalent.

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

***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].

***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.

ECON 2023 INTRODUCTION TO MICROECONOMICS

A study of the functioning of the price system; the analysis of market structures; the issues of government policy, the public sector and the market economy; the understanding of resource markets; and an examination of international economic interdependence. Prerequisite: math proficiency is suggested.

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 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 1513 COLLEGE ALGEBRA (A)

Quadratic equations, functions and graphs, inequalities, systems of equations, exponential and logarithmic function, theory of equations, sequences and the binomial formula. Satisfactory placement scores are required or students must have completed MATH 0213 with a grade of "C" or better. Prerequisite: [R] MATH 0213.

PSYC 1113 INTRODUCTORY PSYCHOLOGY (S)

General introduction to the science of behavior and mental processes. Emphasizes major theoretical perspectives. Topics of study include perception, states of consciousness, memory, motivation, development, personality, psychological disorders and therapies. Prerequisites: [R] [W]

SOC 1113 INTRODUCTORY SOCIOLOGY (S)

An introduction to the science of human society with emphasis on basic concepts. Assists the student in understanding the social influences on day-to-day life. Prerequisites: [R] [W]

SPCH 1113 INTRODUCTION TO SPEECH COMMUNICATION (S)

Principles and techniques of preparation, participation in and evaluation of communication behavior in conversation, the interview, group discussion and public speech. A competency-based approach. Prerequisites: [R] [W]