

Business Management

Required Program of Study for Business Management Diploma

The diploma option is best suited for working adults seeking to improve their understanding of basic business concepts. This option allows students to explore topics related to marketing, advertising, salesmanship and management. Students are also required to take three to six credit hours of cooperative internship depending on their work history.

FIRST SEMESTER	Credits	SECOND SEMESTER	Credits
ACCT 1200 Accounting I*	3	BSAD 1070 Math & Machines	3
BSAD 2540 Principles of Management	3	BSAD 2050 Business Communications	3
BSAD 2520 Principles of Marketing	3	BSAD 2130 Salesmanship	3
ECON 1040 Personal Finance or		BSAD 2160 Customer Service and Business Etiquette	3
ECON 2110 Macroeconomics	3	BSAD 2180 Advertising	3
INFO 1100 Microcomputer Applications or		AGRI 1420 Interpersonal Skills	3
OFFT 1500 Microsoft Office	3		18
	15		

*Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to Accounting I.

Office Management

Required Program of Study for Office Management Certificate

The office management certificate consists of a minimum of 17 hours of selected courses related to business, marketing and management. The certificate is designed to complement the administrative assistant associate of applied science degree by offering selected courses that emphasize concepts related to managing an office. In order to receive the office management certificate, students must successfully complete or have completed one of the associate of applied science Administrative Assistant programs—agricultural, general, legal or medical (pages 49-52) or a minimum of 30 credit hours of OFFT course work—and the required program of study below. Administrative Assistant students may take required core elective courses while pursuing the Administrative Assistant degree.

Course	Credits
BSAD 1050 Introduction to Business	3
BSAD 2540 Principles of Management	3
BSAD 2520 Principles of Marketing	3
BSAD 2510 Organizational Behavior	2
Approved Elective*	3
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	Total Certificate Hours 17

*Choose from the following three credit hour elective courses: BSAD 2140 Principles of Banking, BSAD 2240 Principles of Insurance, BSAD 2130 Salesmanship, BSAD 2180 Advertising.