

SCHOOL OF BUSINESS

Business Management AAS Degree (MD13)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates.....	Fall, Spring, Summer
Length of Program	5 Terms
Credit Hours Required for Graduation	64

Purpose: The Business Management Associate of Applied Science degree program is designed to prepare students for entry into management and supervisory occupations in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management degree with a specialization in General Management, Small Business Management, Human Resources Management or Marketing Management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

	<u>Credits</u>
General Core Courses	Total 18 credit hours
Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
<i>(One of the following required)</i>	
MATH 1101 Mathematical Modeling	
MATH 1103 Quantitative Skills and Reasoning	
MATH 1111 College Algebra	
MATH 1127 Introduction to Statistics	
Area IV Humanities/Fine Arts	3
General Education Elective from any area	6

Contact program advisor for program-specific courses and see General Education Requirements for Associate Degrees for course options.

Occupational Courses

Total 34 credit hours

ACCT 1100 Financial Accounting I	4
COLL 1010 College and Career Success Skills	3
MGMT 1100 Principles of Management	3
MGMT 1105 Organization Behavior	3
MKTG 1130 Business Regulations and Compliance	3
MGMT 1115 Leadership	3
MGMT 1120 Introduction to Business	3
MGMT 1125 Business Ethics	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
MGMT 2215 Team Project	3

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Select one of the following specializations:

Human resources		Total 12 credit hours
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2210	Project Management	3
MGMT 2220	Management Occupation-Based Instructions	3
or		
Guided Elective		(3)
Small Business		Total 12 credit hours
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
Guided Elective		(3)
Marketing		Total 12 credit hours
MKTG 1100	Principles of Marketing	3
MKTG 1190	Integrated Marketing Communications	3
MKTG 2500	Exploring Social Media	3
Guided Marketing Elective		(3)
General Management		Total 12 credit hours
Guided Electives		12

Estimated cost of books and supplies for full program is approximately \$1,150.

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Business Management Diploma (MD12)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates..... Fall, Spring, Summer
 Length of Program 4 Terms
 Credit Hours Required for Graduation43

Purpose: The Business Management diploma program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

Credits

Basic Skills Courses

Total 12 credit hours

COLL 1010	College and Career Success Skills	3
ENGL 1010	Fundamentals of English I	3
MATH 1012	Foundations of Mathematics	3
PSYC 1010	Basic Psychology	3

Occupational Courses

Total 31 credit hours

ACCT 1100	Financial Accounting I	4
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resources Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
MKTG 1130	Business Regulations and Compliance	3

Estimated cost of books and supplies for full program is approximately \$1,000.

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Human Resource Management Specialist Certificate (HRM1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates..... Fall, Spring, Summer
 Length of Program 2 Terms
 Credit Hours Required for Graduation 18

Purpose: The Human Resource Management Specialist certificate program prepares individuals to perform human resource functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce student’s knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>	<u>Credits</u>
MGMT 1100 Principles of Management	3
MGMT 1105 Organizational Behavior	3
MGMT 2115 Human Resource Management	3
MGMT 2125 Performance Management	3
MGMT 2130 Employee Training and Development	3
MKTG 1130 Business Regulations and Compliance	3

Estimated cost of books and supplies for full program is approximately \$350.

Management and Leadership Specialist Certificate (MAL1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates..... Fall, Spring, Summer
 Length of Program 2 Terms
 Credit Hours Required for Graduation 18

Purpose: The Management and Leadership Specialist certificate program prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities. Learning opportunities will introduce, develop and reinforce student’s knowledge, skills and attitudes required for job acquisition, retention and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>	<u>Credits</u>
COLL 1010 College and Career Success Skills	3
MGMT 1100 Principles of Management	3
MGMT 1115 Leadership	3
MGMT 2125 Performance Management	3
MGMT 2130 Employee Training and Development	3
MKTG 1130 Business Regulations and Compliance	3

Estimated cost of books and supplies for full program is approximately \$350.

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Organizational Leadership Specialist Certificate (OLS1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates.....Fall, Spring, Summer
 Length of Program1 Term
 Credit Hours Required for Graduation12

Purpose: The Organizational Leadership Specialist certificate program prepares individuals to become supervisors and leaders in business, commercial or manufacturing facilities, and enhances skills of existing managers. Learning opportunities will introduce, develop, and reinforce student’s knowledge, skills, and attitudes for job acquisition, retention and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>		<u>Credits</u>
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 1125	Business Ethics	3
MGMT 2125	Performance Management	3

Estimated cost of books and supplies for full program is approximately \$350.

Small Business Management Specialist Certificate (SB 41)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates.....Fall, Spring, Summer
 Length of Program 2 Terms
 Credit Hours Required for Graduation19

Purpose: The Small Business Management Specialist certificate program prepares individuals to manage and direct day-to-day functions of a variety of small business. Learning opportunities will introduce, develop and reinforce student’s knowledge, skills and attitudes required for job acquisition, retention and success in small business management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

<u>Program Courses</u>		<u>Credits</u>
ACCT 1100	Financial Accounting I	4
COLL 1010	College and Career Success Skills	3
MGMT 2125	Performance Management	3
MGMT 2140	Retail Management	3
MGMT 2150	Small Business Management	3
MKTG 1130	Business Regulations and Compliance	3

Estimated cost of books and supplies for full program is approximately \$350.

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Supervisor/Management Specialist Certificate (SS31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates.....Fall, Spring, Summer
 Length of Program1 Term
 Credit Hours Required for Graduation12

Purpose: The Supervisor/Management certificate program prepares individuals to become supervisors in business, commercial, or manufacturing facilities. Learning opportunities will introduce, develop, and reinforce student’s knowledge, skills and attitudes required for job acquisition, retention, and advancement in management.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

		<u>Credits</u>
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
MKTG 1130	Business Regulations and Compliance	3

Estimated cost of books and supplies for full program is approximately \$350.