

# Management Associate of Applied Science

## Degree Requirements

MTH 65 Intro to Algebra (or higher) \_\_\_\_\_

WR 121 English Composition \_\_\_\_\_

## General Education Requirements 16 Credits (see approved AAS list)

### Arts & Letters

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### Social Sciences

(ECON 200) \_\_\_\_\_

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### Science, Math, & Computer Science

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## Additional Information

TBCC will offer the coursework for this degree, but students wishing to complete this program in a 2-year period will need to take courses from PCC.

## Accounting and General Business Core

BA 101 Intro to Business 4 \_\_\_\_\_

BA 111 Intro to Accounting 3 \_\_\_\_\_

BA 131 Computers in Business 4 \_\_\_\_\_

BA 205 Solv Commun. Prob/Tech 4 \_\_\_\_\_

BA 206 Management Fund 3 \_\_\_\_\_

BA 211 Accounting I 3 \_\_\_\_\_

BA 212 Accounting II 3 \_\_\_\_\_

BA 223 Principles of Marketing 3 \_\_\_\_\_

BA 224 Human Resource Mgmt. 3 \_\_\_\_\_

BA 226 Business Law I 4 \_\_\_\_\_

BA 285 Human Relations – Org. 3 \_\_\_\_\_

EC 200 Economics: Institutions 4 \_\_\_\_\_

OS 131 10-Key Calculators 1 \_\_\_\_\_

8/3/2010

## Choose one of the following:

CAS 121 Beginning Keyboarding 3 \_\_\_\_\_

CAS 122 Keyboarding: Speed/Accu 3 \_\_\_\_\_

## Choose one of the following:

CAS 170 Beginning Excel: WIN 3 \_\_\_\_\_

CAS 171 Intermediate Excel: WIN 3 \_\_\_\_\_

## Choose one of the following:

CAS 216 Beginning Word: WIN 3 \_\_\_\_\_

CAS 217 Intermediate Word: WIN 3 \_\_\_\_\_

## Business Elective Courses

### Choose 15 credits from the following:

BA 177 Payroll Accounting 3 \_\_\_\_\_

BA 203 Intro to International Bus. 3 \_\_\_\_\_

BA 207 Intro to E-Commerce 3 \_\_\_\_\_

BA 213 Principles of Accounting III 3 \_\_\_\_\_

BA 218 Personal Finance 3 \_\_\_\_\_

BA 228 Computer Acct. Applica. 3 \_\_\_\_\_

BA 238 Sales 3 \_\_\_\_\_

BA 239 Advertising 3 \_\_\_\_\_

BA 242 Intro to Investments 3 \_\_\_\_\_

BA 250 Small Bus. Mgmt. 3 \_\_\_\_\_

BA 280A CE: Business Exp. 3 \_\_\_\_\_

### **AND**

BA280B CE: Seminar 1 \_\_\_\_\_

## Computer Application Courses

### Choose 9 credits from the following:

CAS 109 Beg. PowerPoint 1 \_\_\_\_\_

CAS 111D Beg. Website: Drmw. 3 \_\_\_\_\_

CAS 140 Beg. Access 3 \_\_\_\_\_

CAS 171 Interm. Excel 3 \_\_\_\_\_

CAS 217 Interm. Word 3 \_\_\_\_\_

CAS 231 Publisher 3 \_\_\_\_\_

OS 240 Filing & Records Mgmt. 4 \_\_\_\_\_

**Total Credit Hours = 91**