



# CROWDER COLLEGE



Associate of Applied Science

## MANAGEMENT

### Management Program

This program is designed to help students develop the business prowess and managerial “know-how” to become valuable assets to any company. Crowder’s Associate of Applied Science in Management degree offers specialized instruction in accounting & finance, business law & economics, management, marketing and human resources. Students learn how to develop vital skills for administration and management including problem-solving, strategy & planning, communication & marketing, interpersonal relations and technology. Special emphasis is placed on preparing students for the challenges of management positions through active learning techniques, practical application of research methods, team projects, presentations and real-world internships.

### Program Outcomes

- Manage various business operations
- Use technology and software applications appropriate to business
- Apply basic business mathematic, economic, finance, and accounting principles
- Perform basic human resources functions
- Compare selected theories of management
- Control financial accounts and budgets
- Apply basic marketing and advertising principles
- Assess ethical issues in business situations
- Generate a business plan
- Recognize the impact of state and federal laws and regulations

### Potential Careers

- H.R. Manager/Specialist
- Marketing/Advertising Manager
- Administrative/Office Manager
- Sales, Agent, Business Services
- Customer Service Specialist
- Financial Manager/Specialist
- Business Manager
- Public Relations Manager/Specialist

### Salary

For salary and wage information, visit [missourieconomy.org](http://missourieconomy.org) or [bls.gov](http://bls.gov)

### Contact

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# MANAGEMENT

## SUGGESTED PLAN OF STUDY

Your business success depends largely upon your ability to analyze situations, devise appropriate strategies, follow through with your plans, and work effectively with others. The Management program at Crowder College is designed to provide students with a well-rounded education in business operations, personnel management, marketing, accounting, computer applications, and business law.



### FIRST YEAR

#### First Semester (fall)

BMGT	223	Business Ethics	3
BSAD	121	Business Math*	3
BSAD	125	Computer Applications	3
BSAD	150	Introduction to Business	3
COLL	101	College Orientation	1
ENGL	101	English Composition I*	3
<b>TOTAL HOURS</b>			<b>16</b>

#### Second Semester (spring)

BMGT	175	Management*	3
BSAD	218	Spreadsheets*	3
BSAD	230	Business Law	3
ENGL	203	Technical Report Writing*	3
SPCH	101	Fundamentals of Speech*	3
<b>TOTAL HOURS</b>			<b>15</b>

### SECOND YEAR

#### Third Semester (fall)

ACCT	201	Principles of Accounting I	3
BMGT	200	Marketing	3
BSAD	108	Personal Finance	3
OA	115	Customer Service (Fall only)	3
PLSC	103	Nat'l, St., Loc. Gov. -OR- HIST 106	3
<b>TOTAL HOURS</b>			<b>15</b>

#### Fourth Semester (spring)

ACCT	202	Principles of Accounting II	3
BMGT	285	Human Res Mgmt (Spring only)	3
BMGT	290	Management Internship	2
BSAD	103	Professional Development	2
BSAD	130	Business Communications*	3
ECON	201	Principles of Economics I	3
<b>TOTAL HOURS</b>			<b>16</b>

\*Prerequisite required

**TOTAL HOURS REQUIRED 62**

This Suggested Plan of Study is based on course offerings at the Neosho Campus and online. Adjustments in scheduling may need to be made based on other campus course offerings. This is just one possible plan. The length of time to complete the program may vary for each student. In addition, based on placement results, individuals may need to take additional courses for academic remediation.

### Getting Started

- **Complete an Application for Admission**—\$25 application fee must accompany your application. Applications may be completed online by clicking the Apply Now! link
- **Take a Placement Exam**—(COMPASS or ACT) COMPASS is a computerized placement exam that will help your academic advisor place you in the correct English, Reading and Math classes. Call 417-455-5433 or any off-campus site to schedule a testing time. For more information concerning COMPASS, please visit our website.
- **Review the Schedule of Classes**—This will give you a chance to become familiar with the types of classes Crowder College has to offer. Check out the Course Schedules under the Academics tab on the “My Crowder” link.
- **Enroll During Open Enrollment**—Check the website or Announcements for current dates.
- **Provide Your Academic History** -Have your high school transcript or GED scores, plus any previous college transcripts, sent to our Records Office.
- **Make Payment Arrangements**—Payment arrangements must be made by the first day of regular enrollment: cash, payment plan, scholarship, financial aid. Apply for financial aid online at [www.fafsa.gov](http://www.fafsa.gov), Crowder College School Code: 002459. All A+ Program and CAMP students must complete the FAFSA.
- **Financial Aid** Various forms of financial aid are available to qualified students, including scholarships, loans and grants. Scholarship information and applications are available on the Crowder College website: [www.crowder.edu](http://www.crowder.edu). Students may complete the Free Application for Federal Student Aid online at: [www.fafsa.gov](http://www.fafsa.gov)