

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

Credits

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
---------------------------------------	---

(One of the following required)

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	
---	--

OR

MGMT 1110 Employment Rules and Regulations	(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
------------------------	---

SCHOOL OF BUSINESS

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.

SCHOOL OF BUSINESS

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 Graduation..... 43

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

OR

MGMT 1100	Employment Rules and Regulations	(3)
-----------	----------------------------------	-----

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

SCHOOL OF BUSINESS

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
OR	
MGMT 1100 Employee Rules and Regulations	(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
OR	
MGMT 1110 Employee Rules and Regulations	(3)

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

SCHOOL OF BUSINESS

Organizational Leadership Specialist Certificate (OLS1)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates	Fall, Spring, Summer
Length of Program.....	1 Term
Credit Hours Required for Graduation.....	12

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

Program Courses	Credits
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 Graduation.....	19

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

Program Courses	Credits
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
OR	
MGMT 1100 Employee Rules and Regulations	(3)

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

SCHOOL OF BUSINESS

Supervisor/Management Specialist Certificate (SS31)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 1 Term
 Credit Hours Required for Graduation..... 12

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

<u>Program Courses</u>	<u>Credits</u>
MGMT 1100 Principles of Management	3
MGMT 1115 Leadership	3
MGMT 2115 Human Resources Management	3
MKTG 1130 Business Regulations and Compliance	3
OR	
MGMT 1100 Employee Rules and Regulations	(3)

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