



# Business Administration Management

## Program Information

The Associate of Applied Science Degree in Business Administration Management option at Trenholm State Community College provides the knowledge and skills necessary to prepare graduates for a career in business administration that will ultimately create career pathways enabling students to transfer to baccalaureate degree programs. Furthermore, it will provide concentrations in general business, management, and entrepreneurship.

The Business Administration program will also translate for seamless articulations to the Bachelor of Science in Business Administration programs at partnering universities. Graduates and program completers will be academically prepared to advance their vocations, but also prepare for matriculation to higher education. This program will provide students with a robust program that provides academic rigor. The program will provide not only associate degrees but also short certificates. This option will provide multiple career pathways that will be tailored to meet the needs of the student. The management option prepares students to hold supervisory and management positions.

## Occupational Choices

The management option will prepare students for supervisory and management career options in a variety of business organizations. Management career options include opportunities in the business areas of agriculture, food service, lodging, property and real estate, administrative services, compensation and benefits, construction, Human Resources, industrial production, sales, and training and development. Other business areas may fall under the management opportunities as well.

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey

## Average Full-Time Wage

For the management option after continuing and completing a bachelor degree, the median pays for the above listed career options considering all levels of the careers vary from \$49,160 to \$151,150 annually. The Bureau of Labor Statistics projects, "Employment of management occupations is projected to grow 9 percent from 2020 to 2030, about as fast as the average for all occupations, which will result in about 906,800 new jobs".

Source: Bureau of Labor and Statistics Occupational Outlook Handbook, 2019 Survey

## Awards Available

Associate of Applied Science  
Business Administration  
Management

Short Term Certificate  
Business Administration  
Management

## Program Contact

Mr. Kenny Ward  
Division Director/Program Coordinator/ Instructor  
334-420-4328  
Location: Library Tower - 2<sup>nd</sup> & 3<sup>rd</sup> Floors

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

## Estimated Program Length & Cost \*

<u>Award</u>	<u>Length</u>	<u>Credit Hours</u>	<u>Tuition/Fees</u>	<u>Books</u>	<u>Tools</u>	<u>Supplies</u>
Associate Degree	6 Terms	67	\$10,787	\$2,500	\$100	\$500
Short Term Certificate	3 Terms	28	\$4,508	\$1,500	\$100	\$250

\* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

Associate of Applied Science  
Business Administration  
Management

**General Education Requirements (18-19 hours)****Area I - Written Composition (6 hours)**

ENG-101	English Composition I	3
ENG-102	English Composition II	3

**Area II - Humanities & Fine Arts (3 hours)**

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

**Note:** If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

**Arts:**

ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

**Humanities:**

PHL-106	Intro to Philosophy	3
PHL-206	Ethics & Society	3
REL-100	History of World Religions	3
REL-151	Survey of Old Testament	3
REL-152	Survey of New Testament	3
SPA-101	Intro Spanish I	3
SPA-102	Intro Spanish II	3
SPH-106	Fundamentals of Oral Comm	3
SPH-107	Fundamentals of Public Speaking	3

**Literature:**

ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

**Area III - Natural Science & Mathematics (6-7 hours)**

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note:** 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

MTH-100	Intermediate Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

**Natural Sciences:**

BIO-101	Introduction to Biology I	4
BIO-103	Principles of Biology I	4
PHS-111	Physical Science I	4
PHS-112	Physical Science II	4
PHY-120	Introduction to Physics	4

**Area IV - History, Social & Behavioral Sciences (3 hours):**  
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**Note:** Must complete 3 semester hours.

**History:**

HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

**Social and Behavioral Sciences:**

PSY-200	General Psychology	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

**Area V: Pre-Professional/College Requirements:**

(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements:**

ORI-101	Orientation to College	1
CIS-146	Microcomputer Applications	3

BUS-100	Introduction to Business	3
BUS-186	Elements of Supervision	3
BUS-241	Principles of Accounting I	3
BUS-242	Principles of Accounting II	3
ACT-201	Entrepreneurism	3
BUS-263	Legal and Social Env of Bus	3
BUS-271	Business Statistics	3
BUS-275	Principles of Management	3
BUS-276	Human Resources Management	3
BUS-279	Small Business Management	3
BUS-296	Business Internship Co-Op	3
ECO-231	Principles of Macroeconomics	3
ECO-232	Principles of Microeconomics	3
OAD-133	Business Communications	3
	OR BUS-215	

**Technical Electives:**

ACT-257	Govrnmnt & Not for Profit Acctng	3
BUS-252	Accounting Case Studies	3
BUS-263	Legal & Social Env of Bus	3
CIS-203	Introduction to Information Highway	3
CIS-207	Introduction to Web Development	3
OAD-103	Intermediate Keyboarding	3
OAD-125	Word Processing	3
OAD-230	Desktop Publishing	3
OAD-243	Spreadsheet Applications	3
OAD-244	Database Applications	3
OAD-246	Office Graphics & Presentation	3

**Area V Credit Hours: 49**

**Total Credit Hours: 67**

**Short Term Certificate  
Business Administration  
Management**

**General Education Requirements (6 hours)****Area I - Written Composition (3 hours)**

ENG-101	English Composition I	3
ENG-102	English Composition II	3

**Area III - Natural Science & Mathematics (3 hours)**

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

**Note:** 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

**Mathematics:**

MTH-100	Intermediate Algebra	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3

**Natural Sciences:**

BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
PHS-111	Physical Science I	4
PHS-112	Physical Science II	4
PHY-120	Introduction to Physics	4

**Area IV - History, Social & Behavioral Sciences (0 hours):**

(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

**History:**

HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

**Social and Behavioral Sciences:**

ECO-231	Principles of Macroeconomics	3
ECO-232	Principles of Microeconomics	3
PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

**Area V: Pre-Professional/College Requirements:**  
(Courses appropriate to the degree requirements and major of the individual student and electives.)

**College Requirements:**

ORI-101	Orientation to College	1
CIS-146	Microcomputer Applications	3
BUS-100	Introduction to Business	3
BUS-263	Legal and Social Environment of Bus	3
BUS-275	Principles of Management	3
BUS-186	Elements of Supervision	3
BUS-279	Small Business Management	3
BUS-276	Human Resources Management	3

**Area V Credit Hours: 22**

**Total Credit Hours: 28**

## Course Descriptions

### Business Administration Management

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>ACT-201</b>	<b>ENTREPRENEURISM</b> PREREQUISITE: None This course covers the important issues and critical steps involved in starting a new business from scratch. Topics covered include developing a business plan, creating a successful marketing strategy, setting up legal basis for business, raising start-up funds, attracting and managing human resources, managing costs, and developing a custom base.	<b>3</b>
<b>ACT-257</b>	<b>GOVT &amp; NOT FOR PROFIT ACCOUNTING</b> PREREQUISITE: BUS-248 This course is an introduction to the principles, concepts and practices of accounting for governmental and not-for-profit organizations. Emphasis is on fund accounting and its utilization in governmental agencies, colleges and universities, hospitals, and other not-for-profit organizations. Upon completion of this course, the student will be able to apply the principles, concepts, and practices of governmental and not-for-profit accounting.	<b>3</b>
<b>BUS-100</b>	<b>INTRODUCTION TO BUSINESS</b> PREREQUISITE: None This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.	<b>3</b>
<b>BUS-186</b>	<b>ELEMENTS OF SUPERVISION</b> PREREQUISITE: None This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.	<b>3</b>
<b>BUS-215</b>	<b>BUSINESS COMMUNICATION</b> PREREQUISITE: ENG-101 This course covers written, oral and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.	<b>3</b>
<b>BUS-241</b>	<b>PRINCIPLES OF ACCOUNTING I</b> PREREQUISITE: MTH-098 or satisfactory placement score This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.	<b>3</b>
<b>BUS-242</b>	<b>PRINCIPLES OF ACCOUNTING II</b> PREREQUISITE: BUS-241 This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.	<b>3</b>
<b>BUS-248</b>	<b>MANAGERIAL ACCOUNTING</b> PREREQUISITE: BUS-242 This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.	<b>3</b>
<b>BUS-263</b>	<b>THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS</b> PREREQUISITE: None This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.	<b>3</b>

<b>Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>BUS-271</b>	<b>BUSINESS STATISTICS I</b> PREREQUISITE: MTH-100 This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation and introduction to hypothesis testing.	<b>3</b>
<b>BUS-275</b>	<b>PRINCIPLES OF MANAGEMENT</b> PREREQUISITE: None This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business applications.	<b>3</b>
<b>BUS-276</b>	<b>HUMAN RESOURCE MANAGEMENT</b> PREREQUISITE: BUS-275 This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.	<b>3</b>
<b>BUS-279</b>	<b>SMALL BUSINESS MANAGEMENT</b> PREREQUISITE: BUS-275 This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.	<b>3</b>
<b>BUS-296</b>	<b>BUSINESS INTERNSHIP</b> PREREQUISITE: Permission of instructor This course allows the student to apply knowledge and skills in a real-world work place. Evaluation is based upon a well-developed portfolio, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.	<b>3</b>