

Management Associate in Business

Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma

Type of Program:

Day or night

Type of Degree:

Associate degree

Employment Opportunities:

Industry, restaurants, retail stores, service companies

- This program trains students in planning, organizing, leading and controlling techniques and prepares them to fill entry-level managerial positions.
- This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).
- Transfer agreements with local universities make it possible to get an associate degree from Greenville Tech as part of work toward a bachelor's degree in Business Administration from an articulating college or university. Currently, transfer agreements are in place with Southern Wesleyan University, Strayer University, Limestone College, and Webster University. In addition, a transfer agreement is in place with Franklin University where a bachelor's degree may be earned online.
- Selected courses will transfer to the Furman University Undergraduate Evening Studies Bachelor of Liberal Arts degree.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule***First Semester - Fall***

ENG 101	English Composition I*	3.0
MAT 155	Contemporary Mathematics*	3.0
	or	
MAT 102	Intermediate Algebra*	
MGT 101	Principles of Management	3.0
	Social Science Elective*	3.0

Second Semester – Spring

ACC 101	Accounting Principles I	3.0
	or	
ACC 115	Managerial Accounting	

CPT 101	Introduction to Computers	3.0
MGT 150	Fundamentals of Supervision	3.0
SPC 205	Public Speaking*	3.0

Third Semester – Summer

BAF 201	Principles of Finance	3.0
BUS 121	Business Law I	3.0
MGT 201	Human Resource Management	3.0
MGT 270	Managerial Communications	3.0

Fourth Semester – Fall

BUS 250	Introduction to International Business	3.0
MGT 120	Small Business Management	3.0
MKT 101	Marketing	3.0
MMT 101	Introduction to Materials Management Elective (Chosen from list below)***	3.0/4.0

Fifth Semester – Spring

ECO 105	Introduction to Economic Principles*	3.0
	or	
ECO 210	Macroeconomics*	
	or	
ECO 211	Microeconomics*	
MGT 240	Management Decision Making**	3.0
MKT 130	Customer Service Principles Humanities/Fine Arts Elective*	3.0/4.0

Sixth Semester – Summer

	Elective (Chosen from list below)***	3.0/4.0
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Total credit hours 66.0

*General Education course

**Students must receive a grade of “C” or higher in this course to be eligible for graduation.

Note: Please contact your advisor for recommended evening, part-time, or online course schedules.

*** Electives:

ACC 102	Accounting Principles II	3.0
ACC 150	Payroll Accounting	3.0
BAF 101	Personal Finance	3.0
BAF 150	Principles of Bank Operations	3.0
BAF 260	Financial Management	3.0
BUS 110	Entrepreneurship	3.0
BUS 128	Employment Law	3.0
BUS 136	Compensation and Benefits Analysis	3.0
BUS 210	Introduction to E-Commerce	3.0

	in Business	
BUS 220	Business Ethics	3.0
BUS 230	Purchasing	3.0
BUS 270	SCWE in Business	3.0
CPT 270	Adv. Microcomputer Applications	3.0
ECO 210	Macroeconomics	3.0
ECO 211	Microeconomics	3.0
ENG 102	English Composition II	3.0
FRE 101	Elementary French I	4.0
FRE 102	Elementary French II	4.0
GER 101	Elementary German I	4.0
GER 102	Elementary German II	4.0
IST 225	Internet Communications	3.0
IST 227	Internet Operations and Management	3.0
IST 237	Intermediate Web Design	3.0
MGT 210	Employee Selection and Retention	3.0
MGT 255	Organizational Behavior	3.0
MKT 110	Retailing	3.0
MKT 120	Sales Principles	3.0
MKT 240	Advertising	3.0
MKT 245	Promotional Strategies	3.0
MKT 268	Marketing Research	3.0
SPA 101	Elementary Spanish I	4.0
SPA 102	Elementary Spanish II	4.0
SPA 105	Conversational Spanish	3.0
SPC 208	Intercultural Communication	3.0

Fire Service Administration concentration:

- This program provides students with training in management skills such as leadership, supervision and the effective use of resources, plus specialized training in fire service administration. Employment opportunities include fire service departments and industrial fire brigades.
- Many of the course requirements articulate with the University of Memphis for acceptance into the Open Learning Fire Service Program four-year degree.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Fall

ENG 101	English Composition I*	3.0
MAT 102	Intermediate Algebra *	3.0
MGT 101	Principles of Management	3.0
	Fire Science course**	3.0

Second Semester – Spring

ACC 101	Accounting Principles I	3.0
CPT 101	Introduction to Computers	3.0
	Elective+	2.0 – 5.0
	(Choose from list below)	
	Fire Science course**	3.0

Third Semester – Summer

BAF 201	Principles of Finance	3.0
MKT 101	Marketing	3.0
SPC 205	Public Speaking*	3.0
	Fire Science course**	3.0

Fourth Semester – Fall

MGT 201	Human Resource Management	3.0
MGT 270	Managerial Communications	3.0
PSY 201	General Psychology*	3.0
	Elective+	2.0 – 5.0
	(Choose from list below)	

Fifth Semester – Spring

BUS 121	Business Law	3.0
ECO 210	Macroeconomics*	3.0
	or	
ECO 211	Microeconomics*	
	Humanities/Fine Arts Elective*	3.0/4.0
	Fire Science course**	3.0

Sixth Semester – Summer

	Elective+	2.0 – 5.0
	(Choose from list below)	
	Fire Science course**	3.0

Total credit hours 66.0

*General Education course

Note: Please contact your advisor for recommended Evening, part time or online course schedules.

** Fifteen hours of Fire Science courses must be taken and transferred from an approved NFA college.

Note: To meet elective requirements, choose from the list below or up to 24 credit hours may be earned at the South Carolina Fire Academy. Students who wish to transfer to the University of Memphis Open Learning Fire Service Program four-year degree must complete ENG 102 and MAT 110, plus MAT 130 or MAT 140.

+ **Electives:** 9.0 hours chosen from the following:

BUS 230	Purchasing	3.0
CHM 106	Contemporary Chemistry I	4.0
CHM 107	Contemporary Chemistry II	4.0
CPT 104	Introduction to Information Technology	3.0
CPT 270	Advanced Microcomputer Applications	3.0
EMS 110	Basic Emergency Medical Care	5.0
EMS 112	Intermediate Emergency Medical Technician	3.0

EMS	114	Emergency Vehicle Operations Management	2.0
EMS	216	Principles of Rescue	4.0
EMS	218	EMS Management Seminar	2.0
EVT	201	Environmental Science	3.0
HMT	101	OSHA Regulations I	3.0
HMT	200	EPA Regulations	3.0
HMT	210	Contingency Planning & Emergency Response	4.0
HMT	230	DOT Regulations	3.0
MGT	150	Fundamentals of Supervision	3.0
MKT	130	Customer Service	3.0
OST	105	Keyboarding	3.0