

**BUSINESS MANAGEMENT: Public Management Specialization**

Associate of Applied Science Degree

**WO, ELI\***

*Purpose:* This specialization provides knowledge and skills in public sector management and is designed to prepare students for initial employment or advancement in present employment. The occupational objectives include administrative assistant, management trainee, supervisor, office manager, or manager in local, state, federal, or non-profit organizations.

*Recommended Preparation:* The student should possess a proficiency in high school English and a strong background in basic arithmetic operations.

\*Graduation requirements are certified by a faculty advisor at a campus offering this major.

<b>Two Years</b>		<b>Credits</b>
<b>1st Semester</b>		
ACC	211 Principles of Accounting I	3
BUS	100 Introduction to Business	3
ENG	111 College Composition I	3
<sup>1</sup> MTH	151 Mathematics for the Liberal Arts I	3
<sup>2</sup> PED	116 Lifetime Fitness & Wellness	1
PLS	211 U.S. Government I	3
SDV	Elective	<u>1</u>
<b>Total</b>		<b>17</b>
<b>2nd Semester</b>		
ACC	212 Principles of Accounting II	3
BUS	200 Principles of Management	3
ENG	112 College Composition II	3
PBS	100 Intro. to Public Administration	3
PBS	105 Personnel Mgt. in the Public Sector	3
PLS	212 U.S. Government II or Elective	<u>3</u>
<b>Total</b>		<b>18</b>
<b>3rd Semester</b>		
BUS	201 Organizational Behavior	3
BUS	202 Applied Management Principles	3
BUS	241 Business Law I	3
ECO	120 Survey of Economics	3
<sup>3</sup> _____	Humanities/Fine Arts Elective	3
<sup>4</sup> SPD	Elective	<u>3</u>
<b>Total</b>		<b>18</b>
<b>4th Semester</b>		
BUS	220 Intro. to Business Statistics	3
BUS	226 Micro. Business Applications or AST 236 Specialized Software Appl. or ITE 115 Intro. to Computer Applications & Concepts	3
PBS	116 Public Budgeting & Finance	3
PBS	240 Constitutional Law	3
<sup>5</sup> PBS	Elective	3
<sup>2</sup> PED/RPK		<u>1</u>
<b>Total</b>		<b>16</b>

**Total credits for the A.A.S. Degree in Business Management with a Specialization in Public Management = 69.**

<sup>1</sup> Students may substitute a higher-level math. Consult a faculty advisor for appropriate selection.

<sup>2</sup> The PED requirement may be met by one of the following options: PED 116, 2 cr.; PED 116, 1 cr. plus a PED activities course, 1 cr.; or PED 116, 1 cr. plus RPK activities course. PED is offered as both a 1-credit and a 2-credit course.

<sup>3</sup> Humanities/fine arts elective may be chosen from list on page 54.

<sup>4</sup> The SPD elective may be selected from the following: SPD 100, 110, 115, 126, 227 or 229.

<sup>5</sup> PBS elective may be selected from ACC, ACQ, CON, BUS, ECO, FIN, ITD, ITE, ITN, ITP, MKT, PBS, or PLS.

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