

# ADMINISTRATIVE PROFESSIONS, AREA OF CONCENTRATION IN BUSINESS MANAGEMENT (AAS)

**Award:** Associate of Applied Sciences Degree

**No. of credits required:** 60

**For more information:** Contact Assistant Professor Sherry Massoni, 443-412-2645, [smassoni@harford.edu](mailto:smassoni@harford.edu); or Admissions, 443-412-2109.

## Program Description

The Business Management program is designed to enable students to obtain knowledge, skills, and competencies in the challenging business fields of Marketing Management, Entrepreneurship, Human Resources Management, Administrative Professions, and Agribusiness.

Students have the option to complete certificates in each of these business management career fields initially. Upon successful completion of the certificate, students are able to incorporate the 24 credit hours earned into an Associate of Applied Science degree in Business Management to satisfy their individual career goals.

## Program Goals

Upon successful completion of this program of study students will be able to:

1. Use the language of business and demonstrate effective and professional communication skills.
2. Analyze ethical and social responsibilities in business decision making.
3. Examine different types of business systems, organizations, management practices and theories related to the global economy.
4. Demonstrate problem-solving skills in business decision making.
5. Use information technology applications to develop business solutions.
6. Demonstrate acquired proficiencies in a business or organizational setting.

## Employment Information

The Business Management Administrative Professions program prepares students for a business career by providing comprehensive skills for today's rapidly changing business environment. Employment projections provided by the U.S. Department of Labor and regional workforce development data indicate that opportunities in administrative support professions will continue to increase.

According to the *Occupational Outlook Handbook*, employment of administrative professionals is expected to decline 5% through 2026, although there are still projected to be nearly 4,000,000 jobs in this field.

## Required Courses

Code	Title	Credits
BA 101	Introduction to Business (GI) <sup>1</sup>	3
OS 100	Keyboarding Basics <sup>1</sup>	1
OS 113	Intermediate Keyboarding and Document Processing <sup>1</sup>	3
OS 214	Advanced Keyboarding & Document Processing <sup>1</sup>	3
OS 129	Introduction to Office Procedures and Management <sup>1</sup>	4
OS 136	Introduction to Bookkeeping: Quickbooks <sup>1</sup>	3
OS 116	Communication Technologies <sup>1</sup>	4
BA 245	Contemporary Issues in Business <sup>1</sup>	3
OS 245	End User Technology Solutions	3
BA 210	Business Computer Applications	3
CMST 105	Interpersonal Communication (GI) (D)	3
ENG 101	English Composition (GE)	3
ENG 216	Business Communications	3
PHIL 221	Business Ethics (GH)	3
Behavioral/Social Science Elective (GB) ( <a href="https://catalog.harford.edu/general-education/#behavioral-social-science">https://catalog.harford.edu/general-education/#behavioral-social-science</a> )		3
Biological/Physical Lab Science Elective (GL) ( <a href="https://catalog.harford.edu/general-education/#biological-physical-laboratory-science">https://catalog.harford.edu/general-education/#biological-physical-laboratory-science</a> )		4
Arts/Humanities Elective (GH) ( <a href="https://catalog.harford.edu/general-education/#arts-humanities">https://catalog.harford.edu/general-education/#arts-humanities</a> )		3
Mathematics Elective (GM) ( <a href="https://catalog.harford.edu/general-education/#mathematics">https://catalog.harford.edu/general-education/#mathematics</a> )		3
General Elective		3
Physical Education Elective		1
Physical Education Elective		1
<b>Total Credits</b>		<b>60</b>

<sup>1</sup> Upon successful completion of these 24 credit hours, the student will be able to obtain a Business Management Administrative Professions Certificate.

## General Education Degree Requirements

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

Behavioral/Social Science (GB)  
 English Composition (GE)  
 Arts/Humanities (GH)  
 Interdisciplinary and Emerging Issues (GI)  
 Biological/Physical Laboratory Science (GL)  
 Mathematics (GM)  
 Biological/Physical Science (GS)