**Business Administration**

**Arts & Humanities**

DEPARTMENT OF BUSINESS

**Albany State**

ADMINISTRATION

The Department of Business Administration offers the Bachelor of Science degree in Management with concentrations in Business Manage- ment and Health Care Administration and Bachelor of Applied Science in Technology Management.

The programs in the Department of Business Administration are nationally accredited by the Association of Collegiate Business Schools and

Programs (ACBSP).

The major objective of the management program is to enable the student to develop analytical ability, reflective thinking, logical reasoning, discrimination to separate important from trivial, and a sound understanding of the quantitative techniques and computer applications used in decision-making processes. Career options may include industrial and service management, financial analysis, quality control management, and first level supervision in industry, business and government.

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The Health Care Administration area of concentration is structured as a four-year generic program to provide specialty training for the enter- ing freshman or transfer student. The 2 ± 2 program is designed to permit students to continue their education beyond the associate degree level with full credit.

The Bachelor Science degree in Management with a concentration in health care administration prepares an individual who is knowledgeable in management and health care systems. The educational process will equip graduates to move into entry-level management positions with health care delivery systems.

**Education**

The Bachelor of Applied Science degree in Technology Management is designed to prepare students who successfully completed Associate of Applied Science (AAS) degree in Technology or Associate of Applied Technology (AAT) degree from SACS accredited institutions to earn Bachelor of Applied Science (BAS) degree in Technology Management. Online BAS in Technology Management that offers all course- work online is available for (employment) location-bound students who could not take advantage of the traditional in-class instructions to earn a BAS degree in Technology Management. Through a combination of business management and business information systems courses, the BAS curriculum provides a solid grounding in the skills needed to manage human and technology resources in today’s global and dynamic business and industry settings. Career opportunities in Technology Management include industrial and service management,, technology se- curity specialist, quality control management, business/management information systems specialist, etc.

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**Health**

**Professions**

The Department of Business Administration is committed to serving the needs of the business community in Southwest Georgia.

**REQUIREMENTS FOR A BACHELOR OF SCIENCE DEGREE IN MANAGEMENT**

1. The student must complete a minimum of 123 semester hours with a cumulative grade point average of 2.25 in overall program, and a grade of “C” or above in all business courses.

**Graduate**

**School**

2. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.

3. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 27 hours of management concentration.

4. The student must complete the Major Field Achievement Test (MFAT) as a part of course requirements for MGMT 4199.

**Course**

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**BACHELOR OF SCIENCE DEGREE IN MANAGEMENT**

**(BUSINESS MANAGEMENT CONCENTRATION)**

**Courses Titles Prerequisites Credit Hrs.**

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Area F: Program of Study Related Courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCT | 2101 | Principles of Accounting I | MATH 1111 | 3 |
| ACCT | 2102 | Principles of Accounting II | ACCT 2101 | 3 |
| BISE | 2010 | Fundamentals of Computer Applications |  | 3 |
| BISE | 2040 | Communication for Management |  | 3 |
| ECON | 2105 | Principles of Macroeconomics |  | 3 |
| ECON  **Subtotal** | 2106 | Principles of Microeconomics  **18** |  | 3 |

**Area G: Business Major Required Courses**

**Arts & Humanities**

|  |  |  |  |
| --- | --- | --- | --- |
| BUSA | 4105 | International Business | 3 |
| ECON | 3205 | Economic and Business Statistics | 3 |
| FINC | 3105 | Foundations of Financial Management | 3 |
| MGMT | 3105 | Legal Environment of Business | 3 |
| MGMT | 3106 | Management Science and Operations Management | 3 |
| MGMT | 4110 | Organizational Behavior | 3 |
| MGMT | 4125 | Human Resources Management | 3 |
| MGMT | 4205 | Management Information Systems | 3 |
| MGMT | 4199 | Business Policy | 3 |
| MKTG | 3120 | Principles of Marketing | 3 |
| **Subtotal** |  |  | **30** |

**Area H: Management Majors Required Courses**

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| BUSA | 3100 | Business Internship I | 3 |
| ECON | 3145 | Money, Banking and Foreign Exchange | 3 |
| MGMT | 4126 | Organizational Learning | 3 |
| MGMT | 4127 | Small Business Management | 3 |
| MGMT | 4206 | Database Management Systems | 3 |
| MGMT | 4207 | System Analysis and Design | 3 |
| Area H Elective 3000/4000 Business Level | | | 6 |
| Area H Elective Non-Business Elective (See Checksheet for Course) | | | 3 |
| **Subtotal** | | | **27** |

**PROGRAM OF STUDY FOR THE BACHELOR OF SCIENCE DEGREE IN MANAGEMENT (BUSINESS MANAGEMENT CONCENTRATION)**

**Graduate**

**School**

123 Semester Hours

**Freshman Year Fall Spring**

ASU 1200 Freshman Seminar & Service to Leadership 3

ENGL 1101 English Composition I 3

ENGL 1102 English Composition II 3

MATH 1111 Mathematical Modeling or College Algebra 3

**Course**

**Descriptions**

COMM 1100 Analytical Discussion of Global Issues 3

HIST 1002 Intro. to the African Diaspora 2

Area C Humanities/Fine Arts ENGL 2111 3

Area D Science, Math, Technology 4 4

Area D Select One 2

Above Core Option 1

**Total 16 15**

**Sophomore Year**

Above Core Option 1 1

POLS 1101 U.S. & Georgia Government or

HONR 1161 Honors U.S. & Georgia Government 3

Area E Options Social Science 3 3

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ACCT 2101 Principles of Accounting I 3

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ACCT 2102 Principles of Accounting II 2

ECON 2105 Principles of Macroeconomics 3

BISE 2010 Fundamentals of Computer Applications 3

BISE 2040 Communications for Management 3

ECON 2106 Principles of Microeconomics 3

Area C Humanities/Fine Arts - Select One 3

**Total 16 16**

**Arts & Humanities**

**Junior Year**

Fall Spring

BUSA 3100 Business Internship I 3

BUSA 4105 International Business 3

ECON 3205 Economics/Business Statistics 3

FINC 3105 Foundations of Financial Management 3

MGMT 3105 Legal Environment of Business 3

MGMT 3106 Mgt. Science/Operations Mgt. 3

MGMT 4110 Organizational Behavior 3

**Business**

MGMT 4125 Human Resource Management 3

MGMT 4205 Management Information Systems 3

MKTG 3120 Principles of Marketing 3

Area E Options:Social Science 3

**Total 18 15**

**Senior Year**

ECON 3145 Money and Banking 3

**Education**

MGMT 4126 Organizational Learning 3

MGMT 4127 Small Business Management 3

MGMT 4206 Database Management Systems 3

MGMT 4207 Systems Analysis and Design 3

MGMT 4199 Business Policy 3

Area H Elective 3000-4000 Business Level Courses 3 3

Area H Elective Non-Bus. Elec. (See Checksheet for Courses) 3

**Total 15 12**

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**Total 62 58**

**Requirements for a Bachelor of Science Degree in Management**

**(Health Care Administration Concentration)**

1. The student must complete a minimum of 123 semester hours with a cumulative grade point average of 2.25 in overall program, and a grade of “C” or above in all business courses.

**Graduate**

**School**

2. The student must have a cumulative grade point average of 2.25 or higher to be admitted to the program.

3. The student must complete 30 hours of business courses beyond Area F requirements plus an additional 30 hours of healthcare management concentration courses.

4. The student must complete the appropriate achievement test for Health Care Administration.

**Course**

**Descriptions**

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**Business Administration**

**Bachelor of Science Degree in Management**

**(Health Care Administration Concentration)**

**Courses Titles Prerequisites Credit Hrs. Area F: Program of Study Related Courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCT | 2101 | Principles of Accounting I | MATH 1111 | 3 |
| ACCT | 2102 | Principles of Accounting II | ACCT 2101 | 3 |
| BISE | 2010 | Fundamentals of Computer Applications |  | 3 |
| BISE | 2040 | Communication for Management |  | 3 |
| ECON | 2105 | Principles of Macroeconomics |  | 3 |
| ECON  **Subtotal 18** | 2106 | Principles of Microeconomics |  | 3 |

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**Area G: Business Major Required Courses**

**Arts & Humanities**

|  |  |  |  |
| --- | --- | --- | --- |
| MGHC | 2220 | Medical Terminology | 3 |
| MGHC | 3110 | Introduction to Health Care Org. | 3 |
| MGHC | 3120 | Ethical/Legal Issues in Health Care | 3 |
| MGHC | 3220 | Research in Health/Biostatistic | 3 |
| MGHC | 3310 | Chronic Disease | 3 |
| MGHC | 3411 | Quality Mgt in Health Care | 3 |
| MGHC | 3420 | Economics of Health Care | 3 |
| MGHC | 4211 | Health Care Admin Practicum I | 3 |
| MGHC | 4410 | Financial Mgt in Health Care | 3 |
| MGHC  **Subtotal 30** | 4420 | Insurance for Health Care | 3 |

**Area H: Health Care Admin Majors Required Courses**

MGMT 4125 Human Resource Management 3

MGMT 4127 Small Business Management 3

MGMT 4205 Management Information Systems 3

**Education**

MKTG 3120 Principles of Marketing 3

BUSA 4105 International Business 3

Area H Electives Approved non-business, 2000 level and higher 12

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**Subtotal 27**

\* Any 3000/4000 level course in MGHC/MGMT, or approved Foreign Language/Computer Science Course

**Program of Study for the Bachelor of Science Degree**

**in Management (Health Care Concentration) - 120 Semester Hours**

**Freshman Year Fall Spring**

**Graduate**

**School**

ASU 1200 Freshman Seminar & Service to Leadership 3

ENGL 1101 English Composition I 3

ENGL 1102 English Composition II 3

MATH 1111 Mathematical Modeling or College Algebra 3

COMM 1100 Analytical Discussion of Global Issues 3

HIST 1002 Intro. to the African Diaspora 2

Area C Options - Humanities ENGL 2111 3

**Course**

**Descriptions**

Area D Options - Science/Math/Technology 4 4

Area D Select One 3

Above Core Option 1

**Total 16 16**

**Sophomore Year**

Above Core Option 1 1

Area C Humanities/Fine Arts - Select One 3

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POLS 1101 U.S. & Georgia Government or

HONR 1161 3

Area E Options Social Science 3 3

ACCT 2101 Principles of Accounting I 3

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCT | 2102 | Principles of Accounting II |  | 3 |
| ECON | 2105 | Principles of Macroeconomics | 3 |  |
| BISE | 2010 | Fundamentals of Computer Applications |  | 3 |
| BISE | 2040 | Communications for Management | 3 |  |
| ECON | 2106 | Principles of Microeconomics |  | 3 |
| **Total** |  |  | **16** | **16** |
| **Junior Year** |  |  |  |  |
| MGHC | 2220 | Medical Terminology |  | 2 |
| MGHC | 3110 | Introduction Health Care Organizations | 3 |  |
| MGHC | 3120 | Ethical/Legal Issues in Health Care | 3 |  |
| MGHC | 3220 | Research in Health/Biostatistic |  | 3 |
| MGHC | 3310 | Chronic Disease | 3 |  |
| MGHC | 3411 | Quality Management in Health Care |  | 3 |
| MGHC | 3420 | Economics of Health Care | 3 |  |
| MGHC | 4211 | HC Practicum |  | 4 |
| MGHC | 4410 | Financial Management in Health Care |  | 3 |
| MGHC | 4421 | Insurance for Health Care | 3 |  |
| **Total** |  |  | **15** | **15** |
| **Senior Year** |  |  |  |  |
| MGMT | 4125 | Human Resource Management | 3 |  |
| MGMT | 4127 | Small Business Management |  | 3 |
| MGMT | 4205 | Management Information System | 3 |  |
| MKTG | 3120 | Principles of Marketing |  | 3 |
| Area H Electives | |  | 6 | 6 |
| **Total** | |  | **12** | **12** |
| **Total** | |  | **60** | **60** |

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**REQUIREMENTS FOR A BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT**

1. The student must earn an Associate of Applied Science (AAS degree in Technology or Associate of Applied Technology (AAT)

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from a SACS accredited institution.

2. The student must complete 30 semester hours of business majors required courses beyond Area F courses plus additional 36 semester hours of technology management courses that include up to 27 semester hours of transfer coursework in technology and a grade of “C” or above in each course in Areas F, G, and H.

**Arts & Humanities**

3. The student must complete a minimum of 121 semester hours with a minimum cumulative grade point average of 2.25 in overall program.

4. The student must complete the Major Field Achievement Test (MFAT) as a part of course requirements of MGMT 4199.

**BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT**

**Business**

**Courses Prerequisites Credit Hrs. Area F: Program of Study Related Courses (Bridged\*)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACCT | 2100 | Survey of Accounting | Math 1111 | 3 |
| BISE | 2010 | Fundamental of Computer Applications |  | 3 |
| BISE | 2040 | Communication of Management |  | 3 |
| ECON | 2201 | Survey of Economics |  | 3 |
| **Subtotal** |  |  |  | **12** |

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**Area G: Business Majors Required Courses**

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BUSA | 4105 | International Business |  | 3 |
| ECON | 3205 | Economics and Business Statistics | ECON 2201 | 3 |
| FINC | 3105 | Foundations of Financial Management |  | 3 |
| MGMT | 3105 | Legal Environment of Business |  | 3 |
| MGMT | 3106 | Management Science and Operations Mgmt |  | 3 |
| MGMT | 4110 | Organizational Behavior |  | 3 |
| MGMT | 4205 | Management Information Systems |  | 3 |
| MGMT | 4199 | Business Policy |  | 3 |
| MKTG | 3120 | Principles of Marketing |  | 3 |
| **Subtotal** |  |  |  | **30** |
| **Area H: Technology Management Majors Required** | | | | |
| MGMT 4126 Organizational Learning | | | | 3 |
| MGMT 4127 Small Business Management | | | | 3 |
| Area H Non-Business Elective\*\* | | | |  |
| Associate of Applied Science (AAS) in Technology or Associate of Applied Technology (AAT) Transfer Coursework.  **Subtotal** | | | | **36** |
| Student may complete either the Bridged Curriculum or Area F Curriculum in Business Administration. | | | |  |
| **Area F: Program of Study Related Courses** | | | |  |
| ACCT | 2101 Principles of Accounting I | |  |  |
| MATH | 1111 | |  | 3 |
| ACCT | 2102 Principles of Accounting II | |  |  |
| ACCT | 2101 | |  | 3 |
| BISE | 2010 Fundamentals of Computer Applications | |  | 3 |
| BISE | 2040 Communication for Management | |  | 3 |
| ECON | 2105 Principles of Macroeconomics | |  | 3 |
| ECON | 2206 Principles of Microeconomics | |  | 3 |
| **Subtotal** |  | |  | **18** |

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**PROGRAM OF STUDY FOR THE BACHELOR OF APPLIED SCIENCE IN TECHNOLOGY MANAGEMENT**

123 Semester Hours

**Business**

|  |  |  |
| --- | --- | --- |
| **Freshman Year Fall** | | **Spring** |
| ASU 1200 Freshman Seminar & Service to Leadership | 3 |  |
| ENGL 1101 English Composition I | 3 |  |
| ENGL 1102 English Composition II |  | 3 |
| MATH 1111 Mathematical Modeling or College Algebra | 3 |  |
| COMM 1100 Public Speaking |  | 3 |
| HIST 1002 Intro. to the African Diaspora |  | 2 |
| Area C Humanities/Fine Arts ENGL 2111 |  | 3 |
| Area D Science, Math, Technology | 4 | 4 |
| Area D Select One | 2 |  |
| Above Core Option | 1 | 1 |
| **Total** | **16** | **15** |
| **Sophomore Year** |  |  |
| Above Core Option | 1 | 1 |
| POLS 1101 U.S. & Georgia Government or |  |  |
| HONR 1161 Honors U.S. & Georgia Government |  | 3 |
| Area E Options Social Science | 3 | 3 |
| ACCT 2101 Principles of Accounting I | 3 |  |
| ACCT 2102 Principles of Accounting II |  | 3 |
| ECON 2105 Principles of Macroeconomics | 3 |  |
| BISE 2010 Fundamentals of Computer Applications |  | 3 |
| BISE 2040 Communications for Management | 3 |  |
| ECON 2106 Principles of Microeconomics | 3 |  |
| Area C Humanities/Fine Arts - Select One | 3 |  |
| **Total** | **16** | **16** |
| **Junior Year** |  |  |
| BUSA 3100 Business Internship I |  | 3 |
| BUSA 4105 International Business | 3 |  |
| ECON 3205 Economics/Business Statistics | 3 |  |
| FINC 3105 Foundations of Financial Management |  | 3 |
| MGMT 3105 Legal Environment of Business | 3 |  |
| MGMT 3106 Mgt. Science/Operations Mgt. |  | 3 |
| MGMT 4110 Organizational Behavior | 3 |  |
| MGMT 4125 Human Resource Management |  | 3 |
| MGMT 4205 Management Information Systems | 3 |  |
| MKTG 3120 Principles of Marketing | 3 |  |
| Area E Options: Social Science |  | 3 |
| **Total** | **18** | **15** |
| **Senior Year** |  |  |
| ECON 3145 Money and Banking | 3 |  |
| MGMT 4126 Organizational Learning |  | 3 |
| MGMT 4127 Small Business Management | 3 |  |
| MGMT 4206 Database Management | 3 |  |
| MGMT 4207 Systems Analysis and Design | 3 |  |
| MGMT 4199 Business Policy |  | 3 |
| Area H Elective 3000/4000 Business Level Courses | 3 | 3 |
| Area H Elective Non-Bus. Elec. (See Checksheet for Courses) | 3 |  |
| **Total** | **15** | **12** |
| **Total** | **62** | **61** |

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