

Associate Degree in Business Management

Develop the skills you need to thrive in a world of globalization and business innovation. You'll learn to plan, organize and direct others from a team or department to a branch office or complete organization. This in-depth curriculum teaches the principles of entrepreneurship, marketing, finance, money management, human resources and more.

Career Profile

Get ready to have a major impact on the productivity and profitability of your organization. Management professionals bring important administrative and supervisory expertise to businesses and government agencies and your skills will be needed everywhere from marketing to manufacturing and retail to finance.

Employment Opportunities

There is not a business or organization that can't benefit from a trained business manager, and according to the Bureau of Labor Statistics* occupations in which an **Associate Degree is required are growing faster** than occupations that require other types of training – and that makes this degree especially practical. You'll be in great demand in:

- Purchasing, general and administrative services
- Human resources and industrial relations
- Information systems and technology
- Sales, marketing, public relations and advertising
- Sales support and customer service

What You Need

The prerequisite for this degree is a high school diploma or G.E.D.

What You Get

With each course in this degree program, you'll receive:

- Authoritative textbook and learning guide
- Online exams
- Tutorial assistance
- Convenient online student support

*Bureau of Labor Statistics, 2009

Program Outline

FIRST SEMESTER

- Introduction to Business
- Business Communications I
- College Mathematics
- Principles of Management
- Introduction to Psychology

SECOND SEMESTER

- Human Resource Management
- Business Communications II
- Business Ethics
- Introduction to Accounting
- American Government

THIRD SEMESTER

- Total Quality Management
- Introduction to Computers
- Principles of Marketing
- Personal Finance
- Principles of Accounting I

FOURTH SEMESTER

- Organizational Behavior
- Microeconomics
- Principles of Finance
- Business Law
- Principles of Accounting II



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