

## Information Technology, Business &amp; Personal Services

**GUIDED PATHWAY: Business Management (Certificate, AAS Degree)****Business Management Department**

For more information, visit [www.laredo.edu/Management](http://www.laredo.edu/Management) and your academic advisor.

This is an example course sequence for students interested in pursuing Business Management. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn an Associate of Applied Science (AAS) degree in Business Management<sup>1</sup>. For official degree requirements, [click here](#).

The AAS degree in Applied Accounting is designed to prepare students for various career opportunities in accounting such as bookkeepers or junior accountants. Emphasis is placed on internal accounting principles and procedures as they related to external reporting. This program is intended to provide a foundation on which the graduate can build an accounting career through expanded experiences and/or further education. Courses that complete the Management, Associate of Applied Science Degree (D) and courses that complete the Management, Certificate I (C1) and Management, Certificate II (C2) are noted below.

Visit [www.laredo.edu/pathways](http://www.laredo.edu/pathways) to view guided pathways created for students who complete an AAS degree and the options for transfer. Speak with an academic advisor at your college to choose courses that will help you to transfer to a specific university

**COLLEGE READINESS REQUIREMENTS (only for the AAS)**

Enrolling in one or more courses may be necessary if assessment activities and previous academic experiences indicate a need for additional knowledge and skills:

**READING & WRITING PLACEMENT**

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

INRW \_\_\_\_\_

OTHER: \_\_\_\_\_

**MATH PLACEMENT**

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

DEV MATH \_\_\_\_\_

OTHER: \_\_\_\_\_

**ENGLISH LANGUAGE PROFICIENCY**

TSI MET: YES NO

IF NO, ADVISOR INSERT COURSE(S) NEEDED

ESOL \_\_\_\_\_

OTHER: \_\_\_\_\_

Exemptions/waivers may exist. Speak with an academic advisor regarding placement in college readiness courses and your ability to enroll in core academic coursework.

**SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS<sup>2</sup>**

D	C2	C1	SEMESTER 1	ACTION ITEMS
◆	◆	◆	ACNT 1403 – Introduction to Accounting I	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or instructor to research your career options and opportunities for job shadowing. <input type="checkbox"/> Apply for Management, Certificate I (C1).
◆	◆	◆	BMGT 1305 – Communications in Management	
◆	◆	◆	BMGT 1327 - Principles of Management	
◆	◆	◆	BMGT 1341 – Business Ethics	
◆	◆	◆	MRKG 1301 – Customer Relationship Management	

**TOTAL SEMESTER CREDIT HOURS: 16**

D	C2	C1	SEMESTER 2	ACTION ITEMS
◆	◆		BMGT 2303 – Problem Solving and Decision Making	<input type="checkbox"/> Meet with your advisor to file and official degree plan, confirm or update your academic/career path and program of study.  <input type="checkbox"/> Apply for Management, Certificate II (C2).
◆	◆		HRPO 1311 – Human Relations	
◆	◆		HRPO 2301 – Human Resources	
◆	◆		MRKG 1311 – Principles of Marketing	
◆	◆		BMGT 2264 – Practicum – Operations Management <sup>3</sup>	

**TOTAL SEMESTER CREDIT HOURS: 14**

D	C2	C1	SEMESTER 3	ACTION ITEMS
◆			BMGT 1301 – Supervision	<input type="checkbox"/> Meet with a career advisor or coach for assistance in preparing for job search.
◆			BUSG 1341 – Small Business Finance	
◆			BCIS 1305 – Business Computer Applications(C)	
◆			ECON 2301 – Principles of Macroeconomics (C)	
◆			ENGL 1301 – Composition I (C)	

**TOTAL SEMESTER CREDIT HOURS: 15**

D	C2	C1	SEMESTER 4	ACTION ITEMS
◆			BUSG 2309 - Small Business Management Entrepreneurship	After reviewing your degree plan and program of study apply for graduation.  <input type="checkbox"/> Meet with your advisor to apply for Management, Associate of Applied Science Degree. <input type="checkbox"/> Sign up for commencement
◆			ENGL 1302 – Composition II	
◆			MATH 1324 – Math for Business and Social Science (C)	
◆			SPCH – Any college level speech course (C)	
◆			ART – Creative Arts Elective as indicated in the Core (C)	

**TOTAL SEMESTER CREDIT HOURS: 15**

**AAS DEGREE MINIMUM: 60 SEMESTER CREDIT HOURS/PATHWAY TOTAL: 60 SEMESTER CREDIT HOURS**

- Degree plans may change in later catalogs. Be sure to consult with your advisor if you are continuing on an older degree plan.
  - Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by Laredo College awarding the degree.
  - Capstone Course -
- C This course counts for the Core Curriculum at any public college or university in Texas.

## Certification and Licensure Information

The Business Management program gives the students the opportunity to take the Certiport - Entrepreneurship and Small Business Certification (ESB) Test in order to achieve industry certification. Tests are taken at Laredo College in the BUSG 2309 Small Business Entrepreneurship Class.

## Career Information

### Common Job Titles

Restaurant Manager, Office Manager, Human Resource Specialist, Marketing Coordinator, Small Business Owner, Management Analyst or Consultant.

### Regional Labor Market Information

Retail Store Managers, Warehouse Managers and Office Managers and those self-employed will generally start around 30k. Normal pay for Office Managers and Human Resource Manager can average 30-40k per year, while highly experienced workers can earn as much as 55K in this region. The overall compensation for Occupational managers in Laredo in all areas is \$58,945 in Laredo, TX according to EMSI data. This salary is well below the national average of \$78,730.

Source: [https://www.payscale.com/research/US/Degree=Associate%27s\\_Degree%2C\\_Business\\_Management/Salary](https://www.payscale.com/research/US/Degree=Associate%27s_Degree%2C_Business_Management/Salary)

Office Managers: New workers generally start around 27K. Average pay for a manager is 35K per year, while highly experienced workers can earn as much as 41K. Over the last year, companies have posted over 400 jobs for Office Managers in this region.

Source: <https://www.ziprecruiter.com/Salaries/How-Much-Does-an-Office-Manager-Make-a-Year-in-Laredo,TX>

### Career and labor market research tools

Bureau of Labor Statistics: <http://www.bls.gov/ooh/>, O\*NET: <https://www.onetonline.org/>

**Career Resources:** Laredo College career services website provides information on career exploration and employment at <http://www.laredo.edu/cms/CPS/>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an LC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

## Transfer Information

The Associate of Applied Science in Business Management prepares students to directly enter the workforce; however, a Bachelor of Applied Arts and Sciences (BAAS) is an excellent alternative to the Bachelors in Business Administration degree. The Bachelor of Applied Arts and Sciences degree applies non-transferable courses and work experience towards the Bachelor's degree. You still must meet general education requirements and take upper level courses.

**Transfer Guides:** The universities listed here do not constitute a Laredo College endorsement. Transfer course evaluations and determination of which courses will count toward a Bachelor's degree are made by the receiving transfer institution.

**Texas A&M International University:** <http://www.tamui.edu>

**South Texas College:** <http://www.SouthTexas.edu>

**Additional Transfer Resources:** Laredo College transfer website provides information on additional colleges & universities: <http://www.laredo.edu/cms/transfer/> Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at LC will apply toward their bachelor's degree program.