

# Business Management

[www.laguardia.edu/majors](http://www.laguardia.edu/majors)

The Business Management Program, which is coordinated by the Business and Technology Department, leads to an Associate in Applied Science (AAS) degree. It is designed to lead to immediate employment upon graduation. However, it also provides an opportunity for those students who decide to continue their education to complete many of the requirements for a baccalaureate degree while at LaGuardia. Students in the Business Management Program will become acquainted with the various functional areas of business such as management, marketing, business law and accounting. In addition, students may choose from a wide array of business elective courses, which allows for more flexibility in meeting individual needs and interests.

The Business Management Program has three options in addition to the more general program described above. The Business Finance option is specifically designed to introduce the student to the function of commercial credit in today's business world. The program will examine the role of the credit department within a company and the career possibilities within the department. It will prepare students for entry-level positions in a credit department. Employment opportunities exist in manufacturing, banks, retail establishments and factoring firms.

The option in Entrepreneurship and Small Business Management is designed to give the student a comprehensive overview of the financial management of a small business, methods of evaluating entrepreneurial opportunities, and training in how to manage a small business.

The International Business option is designed to lead to employment and careers in firms which operate in the growing global marketplace. Graduates could be employed by import-export firms, banks, transportation companies, and other firms directly or indirectly engaged in international trade. The option includes specialized courses focused on international aspects of marketing, finance and trade documentation. Study of a modern foreign language is required.

Students enrolled in the Business Management program will be able to complete internships from numerous job opportunities available through LaGuardia's Cooperative Education Department. These work experiences enable the student to bridge the gap between classroom theory and practical applications in the business world and provide valuable experience for choosing a career and subsequent full-time employment.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. Scores on the college placement test determine the *continued on next page*

## BUSINESS ADMINISTRATION OPTION

### Natural Sciences/Health Sciences/Math, Engineering & Computer Science: 3 credits

Liberal Arts Elective 3  
*(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)*

### Social Science: 6 credits

Select one of the following courses: 3  
 Introduction to Microeconomics SSE103  
 Introduction to Macroeconomics SSE104  
 Liberal Arts Elective 3

### Business and Technology: 23 credits

Principles of Accounting I BTA111 4  
 Principles of Accounting II BTA112 4  
 Introduction to Computers and Their Applications BTC100 3  
 Introduction to Business BTM101 3  
 Principles of Management BTM103 3  
 Principles of Marketing BTM104 3  
 Business Law I BTM110 3

### Unrestricted Elective: 1 credit

One elective must be urban study course. See page 178. 1

**TOTAL CREDITS: 60**

OR

## AVIATION MANAGEMENT OPTION

### Natural Sciences: 4 credits

Principles of Biology SCB115 4

### Social Science: 6 credits

Introduction to Microeconomics SSE103 3  
 Introduction to Macroeconomics SSE104 3

### Business and Technology: 23 credits

Principles of Accounting I BTA111 4  
 Principles of Accounting II BTA112 4  
 Introduction to Computers and Their Applications BTC100 3  
 Business Law I BTM110 3  
 Introduction to Aviation Business BTV160 3  
 Introduction to Aviation Management BTV161 3  
 Introduction to Aviation Operations BTV162 3

**TOTAL CREDITS: 60**

*Note:* Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.

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particular courses students must successfully complete. For more information on basic skills requirements, see page 175.

Descriptions of courses in this major can be found on page 96.

## Business Management Curriculum: AAS Degree

### Counseling

New Student Seminar 0

### English: 6 credits

Composition I ENC/G101 3

Writing Through Literature ENG102 3

### Math, Engineering and Computer Science: 3 credits

Elementary Statistics I MAT120\* 3

### Math, Engineering and Computer Science/Natural Sciences/Health Sciences: 3 credits

Liberal Arts Elective 3

*(For Natural Sciences/Health Sciences, select only course designations beginning with SCB, SCC, SCH, or SCP.)*

### Social Science: 3 credits

*Select one of the following courses:* 3

Introduction to Microeconomics SSE103

Introduction to Macroeconomics SSE104

### Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121 3

Full-Time Internship CEP201 3

*(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)*

### BUSINESS MANAGEMENT OPTION

#### Humanities/Social Science: 3 credits

Liberal Arts Elective 3

#### Business and Technology: 32 credits

Principles of Accounting I BTA111 4

Principles of Accounting II BTA112 4

Accounting Applications for the Microcomputer BTA130 3

Introduction to Business BTM101 3

Principles of Management BTM103 3

Business Law I BTM110 3

Introduction to Computers and Their Applications BTC100 3

*Choose three of the following courses:* 9

BTM102, BTM104, BTM108, BTM111, BTM115, BTM116,

BTM120, BTM140, BTM141, BTM142, BTM150, BTM155,

BTM264, BTA150, BTA201, BTA202, BTA210, BTA211,

BTN195

#### Liberal Arts Electives: 2 credits

Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 176 for these courses.2

**Unrestricted Electives: 2 credits** 2

**TOTAL CREDITS: 60**

\* Precalculus, MAT200, or Calculus I, MAT201, can be used to satisfy this degree requirement.

OR

<b>BUSINESS FINANCE OPTION</b>	
<b>Humanities/Social Science: 3 credits</b>	
Liberal Arts Elective	3
<b>Business and Technology: 29 credits</b>	
Principles of Accounting I BTA111	4
Principles of Accounting II BTA112	4
Introduction to Business BTM101	3
Principles of Finance BTM102	3
Principles of Management BTM103	3
Business Law I BTM110	3
Introduction to Credit Management BTM140	3
Financial Statement Analysis BTM141	3
Accounts Receivable Financing BTM142	3
<b>Liberal Arts Electives: 2 credits</b>	
Any course in Communication Skills; Education and Language Acquisition; English; Human Services; Humanities; Library; Mathematics, Engineering, and Computer Science; Natural Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 176 for these courses.	
	2
<b>Unrestricted Electives: 2 credits</b>	
	2
<b>TOTAL CREDITS: 60</b>	

OR

<b>ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT OPTION</b>	
<b>Humanities/Social Science: 3 credits</b>	
Liberal Arts Elective	3
<b>Business and Technology Studies: 29 credits</b>	
Principles of Accounting I BTA111	4
Principles of Accounting II BTA112	4
Introduction to Business BTM101	3
Principles of Management BTM103	3
Business Law I BTM110	3
New Venture Creation*	3
Entrepreneurial Financing*	3
Strategic Entrepreneurial Growth*	3
Profile and Prospects of New York City Business BTN195	3
<b>Liberal Arts Electives: 3 credits</b>	
	3
<b>Unrestricted Elective: 1 credit</b>	
	1
<b>TOTAL CREDITS: 60</b>	

\* New course to be developed.

OR

<b>INTERNATIONAL BUSINESS OPTION</b>	
<b>ELA/Social Science: 6 credits</b>	
<i>Select two of the following courses:</i>	
	6
Introduction to Microeconomics SSE103	
Introduction to Macroeconomics SSE104	
Modern Language Elective*	
Modern Language Elective*	
<b>Business and Technology: 29 credits</b>	
Principles of Accounting I BTA111	4
Principles of Accounting II BTA112	4
Introduction to Business BTM101	3
Principles of Management BTM103	3
Business Law I BTM110	3
Principles of International Business BTM260	3
Export/Import Procedure and Documentation BTM261	3
Global Marketing BTM262	3
International Finance BTM263	3
<b>Unrestricted Electives: 1 credit</b>	
For all options, one elective must be urban study course. See page 178 for these courses.	
<b>TOTAL CREDITS: 60</b>	

\* A 102-level Modern Language course must be completed before graduation credit is granted for a 101-level course. A language maintenance course (EL\_\_150) does not satisfy this degree requirement, but may be taken as an unrestricted elective.

*Note:* Students should consult with a counselor and/or faculty advisor in the selection of elective courses to ensure maximum transferability of credits taken.