Business Management

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 particular courses students must successfully complete. For more information on basic skills requirements, see page 186.

Descriptions of courses in this major begin on page 103.
**BUSINESS MANAGEMENT OPTION**

**Humanities/Social Science: 3 credits**
- Liberal Arts Elective

**Business and Technology: 32 credits**
- Principles of Accounting I BTA111
- Principles of Accounting II BTA112
- Accounting Applications for the Microcomputer BTA130
- Introduction to Business BTM101
- Principles of Management BTM103
- Business Law I BTM110
- Introduction to Information Systems BTC200

**Choose three of the following courses:**
- BTA150, BTA201, BTA202, BTA210, BTA211, BTA100, BTA101, BTA104, BTA108, BTA111, BTA115, BTA116, BTA120, BTA140, BTA141, BTA142, BTA155, BTA251, BTA252, BTA253, BTA264, BTA195

**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; Health Sciences; or Social Science EXCEPT when noted as unrestricted elective in DegreeWorks or College Catalog. See page 188 for these courses.

**Unrestricted Electives: 2 credits**

**TOTAL CREDITS: 60**

**OR**

**INTERNATIONAL BUSINESS OPTION**

**ELA/Social Science: 6 credits**
- Select two of the following courses:
- Introduction to Microeconomics SSE103
- Introduction to Macroeconomics SSE104
- Modern Language Elective*
- Modern Language Elective*

**Business and Technology: 32 credits**
- Principles of Accounting I BTA111
- Principles of Accounting II BTA112
- Introduction to Business BTM101
- Principles of Management BTM103
- Business Law I BTM110
- Principles of International Business BTM260
- Export/Import Procedure and Documentation BTM261
- Global Marketing BTM262
- International Finance BTM263
- Introduction to Computers and Their Applications BTC100

**Unrestricted Electives: 1 credit**

**TOTAL CREDITS: 60**

* 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.

For all options, one elective must be urban study course. See page 189 for these courses.