

ASSOCIATE OF BUSINESS ADMINISTRATION BUSINESS MANAGEMENT



PROGRAM DESCRIPTION

The Associate of Business Administration (ABA) in Business Management program provides the broad skills necessary for today's business world. It is designed to enhance individual communication, critical thinking, and problem-solving skills vital to the business environment. It also prepares students for Cleary BBA degrees.

Graduates with an Associate of Business Administration in Accounting are prepared for careers such as:

- Administrative Assistant
- Office Manager
- Retail Manager
- Bookkeeper
- Customer Service Supervisor
- Marketing Assistant
- Project Coordinator
- Operations Assistant
- Sales Associate/Representative
- Human Resources Assistant
- Bank Teller or Loan Officer Assistant
- Entrepreneur/Small Business Owner

THE EIGHT ATTRIBUTES OF THE CLEARY MIND™

The Cleary Mind™ defines who we are and sets us apart from other universities. Students, whether online or on campus, embrace its principles throughout their studies, shaping their approach to thinking, leading, and living. By graduation, they're not only job-ready but also excel as critical thinkers, problem solvers, communicators, and ethical leaders. Employers value Cleary graduates for exceeding expectations!



COMMUNICATION



LEADERSHIP



PROBLEM SOLVING



CREATIVE THINKING



PERSUASION



ETHICS



ENTREPRENEURSHIP



CRITICAL THINKING

* The Key Attributes Employers Seek on Students' Resume, NACE Center, 11/30/17. The Top 10 Traits Employers Want in Business School Graduates, GoodCall, 8/17/18. College vs Business Training: What Do Employers Want?, Wharton, University of Pennsylvania, 2/11/16. 8 Essential Skills Every Employer Looks For In Recent Graduates, Inc 10/13/15. What Employers Really Look For in Recent College Graduates, USA Today, 7/22/15. What Employers Are Looking For When Hiring Recent College Grads, Forbes, 7/6/15. New College Grads: Who employers want to hire, CBS News Money Watch, 1/20/15. What Employers Want From MBAs This Year, Poets & Quants, 5/19/14. The 10 Skills Employers Most Want In 2015 Graduates, Rorbes, 11/12/14. What Employers Want, GraduateOpportunities.com



BUSINESS MANAGEMENT CURRICULUM PATHWAY - SINGLE MAJOR
ASSOCIATE IN BUSINESS ADMINISTRATION

		COURSE	CATEGORY	CREDITS
YEAR ONE	FALL	ENG 1000 English Composition	GE ENG/COM	3
		PHL 1200 Critical Thinking in an Illogical World	GE HUM	3
		BUS 1100 Introduction to Organizations (BUS 1000)	BBA Core	3
		TCM 1000 The Cleary Mind: Introduction to Human Behavior and Leadership	GE SS	3
		MIS 1000 Applied Business Tools (1000/2000 level BBA Course)	BBA Core	3
		Total Credits		15
YEAR ONE	SPRING	ENG 1100 Discourse and Delivery	GE ENG/COM	3
		ECO 1000 Introduction to Macroeconomics	GE SS	3
		COM 1400 Speech Communications GE HUM 3		
		QLR 1000 Data Foundations	GE MTH	3
		SCI 1500 The Science of Well-Being	GE NS	3
		Total Credits		15
YEAR TWO	FALL	ECO 2000 Introduction to Microeconomics	GE ELE SS	3
		OPM 2000 Operations Management	BBA Core	3
		ACC 1000 Introduction to Financial Accounting	BBA Core	3
		MKT 2200 Introduction to Marketing (MKT 2100, MKT 3000)	BBA Core	3
		ELE Elective Course	ELE	3
		Total Credits		15
YEAR TWO	SPRING	LAW 2900 Business Law	BBA Core	3
		HRM 2800 Introduction to Human Resource Management	BBA Core	3
		ACC 2000 Introduction to Managerial Accounting	BBA Core	3
		NTR 2000 Nutrition for the Active Adult with Lab	GE NS	3
		ELE Elective Course	ELE	3
		CAR 1050 Navigating Academic and Life Challenges (recommended but not required)	Prog Course	1
Total Credits		16		
TOTAL CREDITS				60 or 61