



2-Year Program (AAS)

# MANAGEMENT

**T**he Management degree offers students a curriculum that will build the executive skills needed to compete successfully in modern business environments.

Designed as both a terminal and a baccalaureate transfer program, it is for managers and those seeking careers in management, including positions in banking, insurance, retail, private businesses and government agencies. Online courses are an integral part of the business program, offering students a broad range of up-to-date-business competencies, including written communication, time management and planning, as well as a strong foundation in computer technology.

## *Evening Division*

The evening division offers degree programs primarily for those students whose work or family schedules preclude day enrollment. Evening division courses are identical in content and level to those offered in the day division, and are scheduled in three-hour blocks, Monday through Thursday, usually once a week. All evening degree programs are planned to span a three-year period, although students may take fewer courses each semester and extend the program over a longer period of time.

## *Weekend College*

This innovative degree-granting division primarily serves working adults for whom day and evening schedules have been an obstacle to continuing their education. Weekend College students can usually complete degrees in the same two-year time frame as traditionally enrolled day students, by attending classes in three-hour time blocks on Saturday and Sunday, every other weekend, year round.

**For Specific Program Information Contact:**  
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**Business Programs Chairperson**

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## *Online Courses*

As part of the mission to deliver high quality instruction, Maria's Online Learning courses are offered in convenient scheduling formats. Students with family and work obligations have the opportunity to take college courses in a nontraditional learning environment that allows them to complete course work at locations and times that are convenient. While most work is done from remote locations, some courses may require on-campus meetings for labs or exams. Most courses span the timeline of a regular semester.

## *Sample Curriculum*

### **Weekend College: First Year**

#### **First Term**

CODE	COURSE NAME	CREDIT HOURS
Bus 219	Business Organization and Management	3
Bus 236	Financial Accounting	3
CSC 100	Introduction to Computers	3
Eng 111	Composition I	3
<b>Total Credits</b>		<b>12</b>

#### **Second Term**

Bus 201	Business Communications	3
Bus 237	Managerial Accounting	3
Bus 240	Introduction to Human Resource Management	3
CSC 201	Electronic Spreadsheets	3
<b>Total Credits</b>		<b>12</b>

#### **Third Term**

Mat	Elective	3
Psy 100	General Psychology	3
ReS/Phi	Elective	3
<b>Total Credits</b>		<b>9</b>