

Program Admissions Information

High school diploma or GED required for admission.

Minimum Test Scores: Associate Degree Diploma

Compass Scores

Writing	62	32
Reading	81	70
Pre-Algebra	N/A	26
Algebra	37	N/A

General Information

Admissions Test

ATC uses the COMPASS exam for measuring proficiency in reading, writing and math. An applicant must achieve minimum admissions scores on the exam as specified in the program state standards or acceptable scores on a statistically validated test such as the SAT or ACT. The program-specific entrance scores are a minimum requirement, and higher scores may be required. Reasonable accommodations are made during testing for those who need them. (The examiner should be notified prior to testing.)

Admissions Procedures

- Submit a completed application with a \$22.50 non-refundable fee. If application is mailed, send check or money order payable to ATC.
- Take the admissions test, if required.
- Submit official high school transcript or GED scores if entering a credit program.
- Submit official college or university transcript for prior transfer.
- The entrance exam may be waived if the student has completed acceptable college or technical college credit, meets certain SAT, ACT, or English Language Arts (ELA) Georgia High School Graduation Test (GHSGT) scores. Refer to ATC catalog regarding applicable entrance exam waivers.
- Report for orientation and registration on specified date.

Financial Aid

ATC offers several types of financial assistance to help qualified applicants pay for their education. Funds are available through the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal Work-Study and the Georgia HOPE programs. Students may also receive assistance through the Job Training Partnership Act, operated by the Georgia Department of Labor, or the Veterans Educational Assistance Program, administered by the Department of Veteran's Affairs. Sufficient financial assistance is available to provide the opportunity for eligible students to attend college. Grant and scholarship programs operate on an award-year beginning in August and ending in July. Students must apply or re-apply each year to receive or continue to receive financial aid.

Albany Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate of Applied Science Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany Technical College.

Please refer to the catalog for more information. Information is subject to change without notice.

Albany Technical College and the Technical College System of Georgia is an equal opportunity employer and offers career and technical education programs for all regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member of citizenship status (except in those special circumstances permitted or mandated by law). This non-discrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

For Veterans Affairs, contact: Amy Lovelace, VA Representative, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3505 or alovelace@albanytech.edu

Albany Technical College offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance.

For more information on Title VI, contact: Shirley Armstrong, Vice President for Academic Affairs, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3511 or sarmstrong@albanytech.edu

Title IX of the Education Amendments prohibits discrimination on the basis of sex in education programs or activities and also covers employment and admission to institutions that receive federal financial assistance.

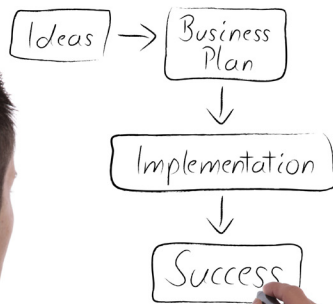
For more information on Title IX, contact: Kathy Skates, Vice President of Administration, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.3524 or kskates@albanytech.edu

In accordance with Section 504, no qualified individuals with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that either receives Federal financial assistance or is conducted by an Executive agency or the United States Postal Service.

For more information on Section 504, contact: Regina Watts, Special Needs Coordinator, Albany Technical College, 1704 S. Slappey Blvd., Albany, GA 31701, 229.430.2854 or rwatts@albanytech.edu

Business Management

Degree, Diploma & Certificate Programs



ALBANY
Technical College

Dougherty County
Main Campus

1704 S. Slappey Blvd.
Albany, GA 31701
229.430.3500

Randolph County
Learning Center*

241 US HWY 82 E.
Cuthbert, GA 39840
229.732.5280

www.albanytech.edu

Toll Free 877.261.3113

*Diploma Core and Online Classes Only

Program Description

The Business Management program is designed to prepare students for entry into management positions in a variety of businesses and industries. Learning opportunities will introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement in management. Graduates of the program receive a Business Management diploma or degree with a specialization in General Management, Human Resource Management, Operations Management, Service Sector Management, or Small Business Management.

Diploma (49 credits)

Basic Skills		(8 cr.)
ENGL 1010	Fundamentals of English I	3
MATH 1011	Business Mathematics	3
Select one of the Social/Behav. Sci. courses for a min. of 2 cr.:		
EMPL 1000	Interpersonal Relations and Professional Development	(2)
PSYC 1010	Basic Psychology	(3)
AND		
Completion of the diploma occupational courses.		

Degree (64 credits)

General Education Core		(15 cr.)
Contact program advisor for program-specific courses..		
<u>Area I Language Arts/Communications</u>		
ENGL 1101	Composition & Rhetoric	3
<u>Area II Social/Behavior Sciences</u>		
PSYC 1101	Intro to Psychology	3
<u>Area III Natural Sciences/Mathematics</u>		
MATH 1111	College Algebra	3
<u>Area IV Humanities/Fine Arts</u>		
HUMN 1101	Humanities	3
<u>Program-Specific Electives</u>		
An additional 3 cr. must be taken from Area I, II, III, or IV		
ECON 1101	Principles of Economics	3
Occupational Courses		(37 cr.)
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1110	Employment Law	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
MGMT 2135	Management Comm. Tech.	3
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
AND		
Completion of one of the five Specializations.		

Business Management Diploma Occupational Courses

Diploma

Occupational Courses		(40 cr.)
MGMT 1100	Principles of Management	3
MGMT 1105	Organizational Behavior	3
MGMT 1115	Leadership	3
MGMT 1120	Introduction to Business	3
MGMT 1125	Business Ethics	3
MGMT 2115	Human Resource Management	3
MGMT 2125	Performance Management	3
MGMT 2215	Team Project	3
COMP 1000	Introduction to Computers	3
ACCT 1100	Financial Accounting I	4
MGMT 1110	Employment Law	3
Select courses from list below for minimum of 6 credits:		
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2135	Management Comm. Tech.	3
MGMT 2140	Retail Management	3
MGMT 2150	Small Business Management	3
MGMT 2205	Service Sector Management	3

General Management Degree Specialization

Degree

Specialization Courses		(12 cr.)
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
MGMT 2140	Retail Management	3
Select one of two following courses for a minimum of 3 credits:		
MGMT 2150	Small Business Management	(3)
MGMT 2220	Management Occupation-Based Instruction	(3)

Human Resources Management Degree Specialization

Degree

Specialization Courses		(12 cr.)
MGMT 2120	Labor Management Relations	3
MGMT 2130	Employee Training and Development	3
Select one of two following courses for a minimum of 3 credits:		
MGMT 2205	Service Sector Management	(3)
MGMT 2210	Project Management	(3)
Select one of two following courses for a minimum of 3 credits:		
MGMT 2155	Quality Management Principles	(3)
MGMT 2220	Management Occupation-Based Instruction	(3)

Operations Management Degree Specialization

Degree

Specialization Courses		(12 cr.)
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2210	Project Management	3
Select one of two following courses for a minimum of 3 credits:		
MGMT 2120	Labor Management Relations	(3)
MGMT 2220	Management Occupation-Based Instruction	(3)

Service Sector Management Degree Specialization

Degree

Specialization Courses		(12 cr.)
MGMT 2130	Employee Training and Development	3
MGMT 2200	Production/Operations Management	3
MGMT 2205	Service Sector Management	3
Select one of two following courses for a minimum of 3 credits:		
MGMT 2120	Labor Management Relations	(3)
MGMT 2220	Management Occupation-Based Instruction	(3)

Small Business Management Degree Specialization

Degree

Specialization Courses		(12 cr.)
MGMT 2140	Retail Management	3
MGMT 2145	Business Plan Development	3
MGMT 2150	Small Business Management	3
Select one of two following courses for a minimum of 3 credits:		
MGMT 2120	Labor Management Relations	(3)
MGMT 2220	Management Occupation-Based Instruction	(3)

Certificates (Embedded and Stand-alone)

Supervisor/Manager Specialist: SS31		(12 cr.)
MGMT 1100	Principles of Management	3
MGMT 1115	Leadership	3
MGMT 2115	Human Resource Management	3
Select one of the following two courses for a minimum of 3 credits:		
MGMT 1110	Employment Law	(3)
MKTG 1130	Business Regulations and Compliance	(3)
MGMT 2120	Labor Management Relations	(3)

*All program information subject to change without notice.

