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SOUTHERN CAREERS INSTITUTE
ASSOCIATE OF APPLIED
SCIENCE IN MANAGEMENT



Call Now 1.833.SCI.TEXAS or Scan the QR Code to Learn More



LEARN it.

Our Associate of Applied Science in Management Online Program trains students on:

- General business skills with a focus on accounting
- A broad mix of course work that allows the student to acquire a blend of basic business skills and human understanding to supervise other workers, to plan operations, to establish policies, and to pursue business goals.
- Management training

Our graduates may pursue careers as:

- Supervisors
- General Managers
- Office Managers
- Facilities Managers
- Management Trainees
- Service Representatives

Length of Program*

**45
WEEKS**
ONLINE
CLASSES

**With successful full-time enrollment.*

Earn the following 25 Skill Badges conveying proficiency in your field:



Accounting Principles



Payables & Receivables



Bookkeeping



Financial Analysis



Payroll



QuickBooks



Business Communication



Business Operations



Microsoft Word



Microsoft Excel



Microsoft Outlook



Database



Customer Service



English



Sociology



Biology



Math



Professionalism



Words per Minute



Communication



Business Principles



Human Resources



Business Law



Problem-Solving



Scheduling & Planning



ACC101 Accounting Foundations
Introduction to the accounting profession & principles

ACC102 Accounting II
Study merchandising business including payables, receivables & payroll

ACC105 Bookkeeping
Introduction to information, files & software necessary to set up business financial records

ACC106 Business Reporting
Study formal financial information including business reporting, interpretation & analysis

ACC111 Payroll
Requirements & regulations relating to the payment of wages, salaries & payroll taxes

BUS101 Business Communication
Oral & written communication in a business environment

BUS110 Management Principles
Concepts of business management & the challenges managers face

BUS111 Human Resources
Functions of human resources in business & industry

BUS112 Computerized Accounting
Utilize computerized accounting software to record & report financial data

BUS123 Business Operations
Focus on basic business concepts & functions including decision-making processes & data

CIS101 Word Processing
Basic techniques of electronic word processing & software applications

CIS102 Spreadsheets
Basic techniques of electronic spreadsheets & software applications

CIS103 Application Presentation & Sharing
Basic techniques of electronic presentation & communication with software applications

CIS114 Introduction to Databases
Instruction in database construction, management & use including security of information

CSV103 Customer Service
Practice customer service skills in a business setting with problem-solving & critical thinking

GEN101 English
Focus on improving writing skills & the four parts of writing

GEN104 Principles of Sociology
Explore the study of society through topics including socialization, culture, social structure, social institutions, social stratification, diversity, & deviance

GEN105 Introduction to Biology
Study living systems from the molecular & cellular basis of biology through the structure and function of the whole organism

GEN107 Math
Examine the practice application of math in everyday business situations with an emphasis on the number system, integers, algebraic expressions, graphs & data, & basic geometric principles

JOB103 Career Readiness
Integrate learned skills into job search techniques & professional development

KEY101 Keyboarding
Introduction to proper touch typing skills

MAC103 Communication
Study communication skills in a single or group setting while utilizing informal writing techniques

MGT120 Business Law
Examine law in relation to the conduct of business including the nature & source of law, courts, & courtroom procedures

OFF101 Office Procedures I
Practice office procedures using the functionality of business machines in resolving business problems

OFF102 Office Procedures II
Explore filing, time management, scheduling, planning & operation of office machines

Included National Certifications*
Taken through a third party provider



Entrepreneurship
& Small Business*



Intuit QuickBooks
Online Certified User*

Additional National Certifications**
Taken through a third party provider



Microsoft Office
Specialist Word
(Microsoft 365 Apps)



Microsoft Office
Specialist Excel
(Microsoft 365 Apps)



Microsoft Office
Specialist PowerPoint
(Microsoft 365 Apps)

*One of these exam fees are included in tuition and will be paid if taken within three months of program completion.

**Additional Exam fees not included in tuition.

SPEAK WITH AN ADMISSIONS ADVISOR TODAY! 1.833.SCI.TEXAS or visit SCItexas.edu

Austin Main Campus
1701 W. Ben White Blvd., Ste. 100
Austin, TX 78704

Brownsville Branch Campus
935 North Expressway
Brownsville, TX 78520

Corpus Christi Branch Campus
2422 Airline Rd.
Corpus Christi, TX 78414

Harlingen Branch Campus
1122 Morgan Blvd.
Harlingen, TX 78550

Pharr Branch Campus
1500 North Jackson Rd.
Pharr, TX 78577

San Antonio-North Branch Campus
6963 NW Loop 410
San Antonio, TX 78238

San Antonio-South Branch Campus
238 Southwest Military Dr. Ste. 101
San Antonio, TX 78221

Waco Branch Campus
3700 S IH 35, Ste. A
Waco, TX 76706

*Past students' outcomes, starting salaries, and job prospects are not indicative of those for current and future students. SCI does not guarantee employment or a starting salary upon graduation, completion, or withdrawal from SCI. **Not all campuses offer all programs.