

# PROFESSIONAL STUDIES (A.S.) -- CREATE A FOCUS AREA

The Professional Studies (A.S.) program provides the flexibility to explore academic and workplace opportunities in a variety of career fields. The Professional Studies electives will allow you to meet your career goals and/or transfer to a bachelor's degree in a related field.

You can choose a single focus area of study tied to specific career fields such as Administrative Management, Manufacturing, Banking, Nonprofit Management, Legal Studies, or Human Resource Management to customize your degree to meet your career goals. You will gain direct work experience in your chosen field through Professional Field Experience.

In addition to the outlined focus areas, the Professional Studies degree provides flexible pathways for students to create their own unique degree. You'll want to work with your advisor to ensure you are meeting the core program requirements

## Recommended courses for Professional Studies focus areas:

Administrative Management	Manufacturing
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• CIS 1322 - Word Processing*</li> <li>• CIS 1041 - Computer Applications*</li> <li>• BUS 2410 - Human Resource Management</li> <li>• BUS 2425 - Administrative Management</li> <li>• ACC 1030 - Payroll Accounting</li> <li>• CIS 1035 - Foundations of Information Security</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• MEC 1310 - Principles of Manufacturing</li> <li>• MEC 1320 - Manufacturing Technology</li> <li>• MEC 1330 - Fundamentals of Engineering &amp; Design</li> <li>• MEC 2210 - Fundamentals of CNC</li> </ul>
Banking	Nonprofit Management
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• CIS 1430 - Spreadsheets*</li> <li>• INT 1510 - Working in a Professional Environment</li> <li>• BUS 1370 - Customer Service</li> <li>• BUS 2140 - Personal Finance</li> <li>• INT 1013 - Personal and Professional Effectiveness</li> <li>• CIS 1035 - Foundations of Information Security</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• BUS 2055 - Introduction to Nonprofit Management</li> <li>• CIS 1430 - Spreadsheets*</li> <li>• INT 1013 - Personal and Professional Effectiveness</li> <li>• INT 1019 - Effective Leadership and Collaboration</li> <li>• BUS 2410 - Human Resource Management</li> <li>• BUS 2010 - Concepts of Project Management</li> <li>• BUS 2065 - Introduction to Grant Writing</li> </ul>
Legal Studies	Human Resource Management
<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• CIS 1322 - Word Processing*</li> <li>• BUS 2440 - Introduction to Business Law</li> <li>• POS 2141 - Legal Studies I</li> <li>• POS 2142 - Legal Studies II</li> <li>• POS 1050 - The Constitution*</li> <li>• POS 1020 - American Politics &amp; Government*</li> </ul>	<p><b>Professional Studies Electives:</b></p> <ul style="list-style-type: none"> <li>• INT 1019 - Effective Leadership &amp; Collaboration</li> <li>• BUS 2330 - Conflict Management</li> <li>• BUS 2340 - Effective Hiring &amp; Performance Management</li> <li>• BUS 2410 - Human Resource Management</li> <li>• BUS 2435 - Employment Compensation &amp; Benefits</li> <li>• BUS 2440 - Introduction to Business Law</li> <li>• BUS 2445 - Employment Law</li> </ul>