Degree Description

This program introduces students to the interrelated nature of business management from managerial, financial, human resources, marketing, and technological perspectives.

The program is designed for individuals with minimum management experience, those in managerial positions who desire to update and upgrade their skills, and those seeking to gain employment in existing companies.

Students in this program learn to strategically plan and organize business operations, lead personnel, and control processes in order to increase efficiency, effectiveness, and profitability utilizing the human, technology, strategic, and financial resources available to the firm.

Students learn to prioritize within a fast-paced, multifaceted work environment while working individually and as a part of team.

This program offers students the opportunity to earn up to 3 college credit hours (the equivalence of one course) through the completion of a semester-long internship that can be completed at the student's place of employment and under the guidance of their existing supervisor.

MCC does not offer placement for internships, therefore students must be working or volunteering at least 20 hours a week for an organization that will allow them to complete each internship.

Semester I	Hours
BUSI 1301 Business Principles	3 hours
POFT 1301 Business English *or* ENGL 1301 Composition I	3 hours
BMGT 1327 Principles of Management	3 hours
ITSC 1315 Project Managment Software	3 hours
BUSI 1307 Personal Finance	3 hours
	15 hours

Semester II	Hours
ACNT 1303 Introduction to Accounting I	3 hours
HRPO 2301 Human Resources Management	3 hours
MRKG 1311 Principles of Marketing	3 hours
BMGT 2388 Internship I - Business Administration and Management, General[2]	3 hours
BCIS 1305 Business Computer Applications [1]	3 hours
	15 hours

Total hours: **30 hours**

[1] Recommended for students transferring to a 4-year institution.

[2] Students must meet guidelines for internship and have approval of the program director before enrolling in ths course. This course is a Capstone course which brings together skills and knowledge learned in other classes and apply them in decision-making situations and in completing job tasks.

Course Descriptions

BUSI 1301 Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life. Semester Hours 3 (3 lec)

POFT 1301 Business English

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Students will apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and teaches how to write effective sentences and paragraphs for business applications. Semester Hours 3 (3 lec)

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis is on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus is on writing the academic essay as a vehicle for learning, communication, and critical analysis. Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

BMGT 1327 Principles of Management

Examines concepts, terminology, principles, theories, and issues in the field of management. Semester Hours 3 (3 lec)

ITSC 1315 Project Managment Software

Use of project managment software for developing a project plan including timelines, milestones, scheduling life cycle phases, management frameworks, skills processes, and tools. Semester Hours 3 (2 lec/2 lab)

BUSI 1307 Personal Finance

Teaches personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. (Cross-listed as HECO 1307) NOTE: This course is not part of the business field of study and may not transfer toward a degree in business. Semester Hours 3 (3 lec)

ACNT 1303 Introduction to Accounting I

Analyzes, classifies, and records business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec/lab)

HRPO 2301 Human Resources Management

Introduces behavioral and legal approaches to the management of human resources in organizations. Recommended completion of BMGT 1303 or BMGT 1327. Semester Hours 3 (3 lec)

MRKG 1311 Principles of Marketing

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. Semester Hours 3 (3 lec)

BMGT 2388 Internship I - Business Administration and Management, General

Establishes a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. Prerequisite: Concurrent enrollment in or after taking BMGT 1327. Must meet internship requirements. (See Guidelines for Internships). Semester Hours 3 (16 Internship/Preceptorship)

BCIS 1305 Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet. (BCIS 1305 is included in the Business Field of Study.) Semester Hours 3 (2 lec/2 lab)