

Degree Description

This program introduces students to the interrelated nature of business management from economic, legal, ethical, 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. Students in this program are also introduced to the fundamental legal requirements and processes necessary to execute enforceable and mutually protective business contracts.

This program offers students the opportunity to earn up to 6 college credit hours (the equivalence of two courses) 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
BMGT 1327 Principles of Management	3 hours
MRKG 1311 Principles of Marketing	3 hours
BUSI 1301 Business Principles	3 hours
ITSC 1315 Project Management Software	3 hours
BUSI 1307 Personal Finance	3 hours
	15 hours
Semester II	Hours
BCIS 1305 Business Computer Applications	3 hours
HRPO 2301 Human Resources Management	3 hours
BUSI 2301 Business Law	3 hours
BMGT 2388 Internship I - Business Administration and Management, General	3 hours
POFT 1301 Business English <i>or</i> ENGL 1301 Composition I <i>or</i> ENGL 2311 Technical & Business Writing	3 hours
	15 hours
Semester III	Hours
BMGT 2309 Leadership	3 hours
BMGT 1307 Team Building	3 hours
Language, Philosophy, & Culture elective <i>or</i> Creative Arts elective	3 hours
ACNT 1303 Introduction to Accounting I	3 hours
BMGT 2389 Internship II-Business Administration and Management, General Internship II - Business Administration and Management, General ³	3 hours
	15 hours
Semester IV	Hours
Math elective	3 hours
ECON 1301 Introduction To Economics <i>or</i> ECON 2301 Principles of Macroeconomics <i>or</i> ECON 2302 Principles of Microeconomics	3 hours
Elective	3 hours
Speech elective	3 hours
BUSG 2309 Small Business Management/Entrepreneurship	3 hours
	15 hours

Total hours: 60 hours

¹ May be waived if the student has taken a typing course (touch method) or if the student can type by touch at least 30 wpm. Keyboarding is required.

² Recommended for students transferring to a 4-year institution.

³ Student must meet guidelines for internship and have approval of the program director before enrolling in this course.

Electives/General Education Courses

Creative Arts

ARTS 1301 Art Appreciation	3 hours
ARTS 1303 Art History I (Prehistoric to the 14th Century)	3 hours
ARTS 1304 Art History II (14th Century to the Present)	3 hours
DRAM 1310 Theater Appreciation	3 hours
DRAM 2361 History of Theater I	3 hours
DRAM 2362 History of Theater II	3 hours
DRAM 2366 Film Appreciation	3 hours
HUMA 1315 Fine Arts Appreciation	3 hours
MUSI 1306 Music Appreciation	3 hours
MUSI 1307 Music Literature	3 hours
MUSI 1310 American Music	3 hours

Language, Philosophy, & Culture

ENGL 2321 British Literature	3 hours
ENGL 2322 British Literature I	3 hours
ENGL 2323 British Literature II	3 hours
ENGL 2326 American Literature	3 hours
ENGL 2327 American Literature I	3 hours
ENGL 2328 American Literature II	3 hours
ENGL 2331 World Literature	3 hours
ENGL 2332 World Literature I	3 hours
ENGL 2333 World Literature II	3 hours
ENGL 2341 Forms of Literature	3 hours
FREN 2311 Intermediate French I	3 hours
GERM 2311 Intermediate German I	3 hours
HUMA 1301 Introduction to Humanities I	3 hours
HUMA 1302 Introduction to Humanities II	3 hours
PHIL 1301 Introduction to Philosophy	3 hours
PHIL 1304 Introduction to World Religions	3 hours
PHIL 2306 Introduction to Ethics	3 hours
SPAN 2311 Intermediate Spanish I	3 hours
SGNL 2301 Intermediate ASL I	3 hours

Math

MATH 1314 College Algebra	3 hours
MATH 1316 Plane Trigonometry	3 hours
MATH 1324 Mathematics for Business & Social Sciences	3 hours
MATH 1325 Calculus for Business & Social Sciences	3 hours
MATH 1332 Contemporary Mathematics (Quantitative Reasoning)	3 hours
MATH 1342 Elementary Statistical Methods	3 hours
MATH 2412 Pre-Calculus Mathematics	4 hours
MATH 2413 Calculus I	4 hours
PHIL 2303 Introduction to Formal Logic	3 hours

Speech

COMM 1307 Introduction to Mass Communication	3 hours
SPCH 1311 Introduction to Speech Communication	3 hours
SPCH 1315 Public Speaking	3 hours
SPCH 1318 Interpersonal Communication	3 hours
SPCH 1321 Business & Professional Communication	3 hours

Course Descriptions

BMGT 1327 Principles of Management

Examines concepts, terminology, principles, theories, and issues in the field of management. 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)

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)

ITSC 1315 Project Management Software

Use of project management 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)

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)

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)

BUSI 2301 Business Law

Provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. 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)

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. Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

ENGL 2311 Technical & Business Writing

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice of individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: TSI complete in Writing or the equivalent. Semester Hours 3 (3 lec)

BMGT 2309 Leadership

Introduces concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. This is a Capstone course that integrates knowledge from previous courses and provides the opportunity to apply management and leadership principles to real world situations. Semester Hours 3 (3 lec)

BMGT 1307 Team Building

Introduces principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team. 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)

BMGT 2389 Internship II-Business Administration and Management,General Internship II - 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: BMGT 2388. Must meet internship requirements. (See Guidelines for Internships). Semester Hours 3 (16 Internship/Preceptorship)

ECON 1301 Introduction To Economics

Analyzes microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth. Semester Hours 3 (3 lec)

ECON 2301 Principles of Macroeconomics

Analyzes the economy as a whole including measurement and determination of aggregate demand and aggregate supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, fiscal policy and monetary policy. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

ECON 2302 Principles of Microeconomics

Analyzes the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisite: Must have passed the TSI Assessment or be concurrently enrolled in INRW 0402. Semester Hours 3 (3 lec)

BUSG 2309 Small Business Management/Entrepreneurship

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. Prerequisite: An approved work station and BUSI 1301. Must meet Internship requirements. (See Guidelines for Internships). Semester Hours 3 (3 lec)

ARTS 1301 Art Appreciation

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts. Semester Hours 3 (3 lec)

ARTS 1303 Art History I (Prehistoric to the 14th Century)

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Semester Hours 3 (3 lec)

ARTS 1304 Art History II (14th Century to the Present)

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day. Semester Hours 3 (3 lec)

DRAM 1310 Theater Appreciation

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in major productions may be required. Applies as a required Humanities or Visual & Performing Arts course for all students. Semester Hours 3 (3 lec)

DRAM 2361 History of Theater I

Study of the history of the theater from primitive times through the Renaissance. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

DRAM 2362 History of Theater II

Study of the history of the theater from the Renaissance through today. Required of theatre majors; open to non-theatre majors. Semester Hours 3 (3 lec)

DRAM 2366 Film Appreciation

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinemas impact on and reflection of society. (Cross - listed as COMM 2366) Semester Hours 3 (3 lec)

HUMA 1315 Fine Arts Appreciation

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience. Semester Hours 3 (3 lec)

MUSI 1306 Music Appreciation

Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. (Does not apply to a music major degree.) Applies as a required humanities or fine arts course for all students. Semester Hours 3 (3 lec)

MUSI 1307 Music Literature

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation. Semester hours: 3

MUSI 1310 American Music

A general survey of various styles of music of the Americas, including but not limited to jazz, folk, rock, and contemporary music. Satisfies general humanities elective requirements. Semester Hours 3 (3 lec)

ENGL 2321 British Literature

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2322 British Literature I

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2323 British Literature II

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2326 American Literature

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2327 American Literature I

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2328 American Literature II

A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2331 World Literature

A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2332 World Literature I

A survey of world literature from the ancient world through the 16th century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2333 World Literature II

A survey of world literature from the 17th century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

ENGL 2341 Forms of Literature

The study of one or more literary genres including, but not limited to, poetry, fiction, drama, and film. Prerequisite: ENGL 1301 or ENGL 2311. Semester Hours 3 (3 lec)

FREN 2311 Intermediate French I

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: FREN 1412, three years of high school French, or consent of instructor or division chair. Students with three years of high school French are encouraged to see a French instructor prior to enrolling. Semester Hours 3 (3 lec)

GERM 2311 Intermediate German I

Review and application of skills in listening comprehension, speaking, reading, and writing. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture. Prerequisite: GERM 1412, three years of high school German, or consent of instructor or division chair. Students with three years of high school German are encouraged to see a German instructor prior to enrolling. Semester Hours 3 (3 lec)

HUMA 1301 Introduction to Humanities I

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novels, films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

HUMA 1302 Introduction to Humanities II

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create. Team taught by faculty from diverse departments as a colloquium (academic seminar led by a different lecturer and on a different topic at each session). Works may include studies, journals, novels, poems, treatises, graphic novel films, plays, paintings, musical compositions, etc. Semester Hours 3 (3 lec)

PHIL 1301 Introduction to Philosophy

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications. Semester Hours 3 (3 lec)

PHIL 1304 Introduction to World Religions

A comparative study of world religions, including but not limited to Hinduism, Buddhism, Judaism, Christianity, and Islam. Semester hours 3

PHIL 2306 Introduction to Ethics

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value. Semester Hours 3 (3 lec)

SPAN 2311 Intermediate Spanish I

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis is on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Prerequisite: SPAN 1412, three years of high school Spanish, or consent of instructor or division chair. Students with three years of high school Spanish are encouraged to see a Spanish instructor prior to enrolling. Semester Hours 3 (3 lec)

SGNL 2301 Intermediate ASL I

Review and application of conversational skills in American Sign Language and interpreting from signing to voice as well as from voice to signing. Introduction to American Sign Language literature and folklore. Prerequisite: SGNL 1402 with a grade of C or better or consent of the program director. Semester Hours 3 (3 lec)

MATH 1314 College Algebra

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Graphing calculator required. Prerequisite: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

MATH 1316 Plane Trigonometry

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Graphing calculator required. Prerequisite: MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. Semester Hours 3 (3 lec)

MATH 1324 Mathematics for Business & Social Sciences

The application of common algebraic functions, including polynomial, exponential, logarithmic and rational, to problems in business, economics and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices, linear programming; and probability, including expected value. Prerequisite: TSI math complete or MATH 0311. Semester Hours 3 (3 lec)

MATH 1325 Calculus for Business & Social Sciences

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics and social sciences. This course is not a substitute for MATH 2313 or 2413 - Calculus I. Prerequisite: MATH 1314 or MATH 1324, minimum grade C. Semester Hours 3 (3 lec)

MATH 1332 Contemporary Mathematics (Quantitative Reasoning)

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308. Semester Hours 3 (3 lec)

MATH 1342 Elementary Statistical Methods

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. Graphing calculator required. Prerequisite: TSI math complete or MATH 0308 or completion of college-level math course. Semester Hours 3 (3 lec)

MATH 2412 Pre-Calculus Mathematics

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 with a minimum grade of C, or passing score on non-credit equivalency exam for MATH 1314, or consent of division chair. Semester Hours 4 (4 lec)

MATH 2413 Calculus I

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Graphing calculator required. Prerequisite: MATH 2412 with a minimum grade of C, or both MATH 1314 and MATH 1316 with minimum grades of C, or passing score on non-credit equivalency exam for MATH 2412, or consent of division chair. Semester Hours 4 (4 lec)

PHIL 2303 Introduction to Formal Logic

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules. Semester Hours 3 (3 lec)

COMM 1307 Introduction to Mass Communication

Survey of basic content and structural elements of mass media and their functions and influences on society. Semester Hours 3 (3 lec)

SPCH 1311 Introduction to Speech Communication

Introduces basic human communication principles and theories embedded in a variety of contexts, including interpersonal, small group, and public speaking. Semester Hours 3 (3 lec)

SPCH 1315 Public Speaking

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Semester Hours 3 (3 lec)

SPCH 1318 Interpersonal Communication

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts, including friendships, romantic partners, families, and relationships with co-workers and supervisors. Semester Hours 3 (3 lec)

SPCH 1321 Business & Professional Communication

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams, and technologically mediated formats. Semester Hours 3 (3 lec)
