

## 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.

<b>Semester I</b>	<b>Hours</b>
<a href="#">BUSI 1301 Business Principles</a>	3 hours
<a href="#">ACNT 1303 Introduction to Accounting</a> <sup>1</sup>	3 hours
<a href="#">BMGT 1327 Principles of Management</a>	3 hours
<a href="#">ITSC 1315 IT Project Management</a>	3 hours
<a href="#">BMGT 2309 Leadership</a>	3 hours
	<b>15 hours</b>

<b>Semester II</b>	<b>Hours</b>
<a href="#">HRPO 2301 Human Resources Management</a>	3 hours
<a href="#">MRKG 1311 Principles of Marketing</a>	3 hours
<a href="#">BMGT 2388 Internship I - Business Administration and Management, General</a> <sup>2</sup>	3 hours
<a href="#">BCIS 1305 Business Computer Applications</a> <sup>1</sup>	3 hours
<a href="#">BUSI 1307 Personal Finance</a>	3 hours
	<b>15 hours</b>

**Total hours: 30 hours**

- <sup>1</sup> May be eligible for articulation through statewide ATC program. See your high school counselor for information. A business elective may be substituted for ACNT 1303 if the student has one year of high school accounting/bookkeeping experience.
- <sup>2</sup> Students must meet guidelines for internship before enrolling in this 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)

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### **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)

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### **BMGT 1327 Principles of Management**

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

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### **ITSC 1315 IT Project Management**

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)

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### **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)

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### **HRPO 2301 Human Resources Management**

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)

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### **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)

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### **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)

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### **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. Semester Hours 3 (2 lec/2 lab)

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### **BUSI 1307 Personal Finance**

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. 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)

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