

## A.A.S. BUSINESS MANAGEMENT

COURSE CODE	COURSE TITLE	CREDITS
<b>Program Courses</b>		
ACC201	FINANCIAL ACCOUNTING	3
ACC202	MANAGERIAL ACCOUNTING	3
BUS203	ORGANIZATIONAL BEHAVIOR	3
FIN201	PRINCIPLES OF FINANCE	3
MKT102	INTRODUCTION TO MARKETING	3
MGT101	PRINCIPLES OF MANAGEMENT	3
MGT105	HUMAN RESOURCE MANAGEMENT	3
MGT299 OR BUS---	INTERNSHIP OR BUSINESS ELECTIVE	3
<b>Directed Courses</b>		
ECO105	MACROECONOMICS	3
ECO205	MICROECONOMICS	3
LAW101	INTRODUCTION TO LAW	3
<b>General Education</b>		
FYS101	FIRST-YEAR SEMINAR	1
CIS174	COMPUTER APPLICATIONS	3
COM---	COMMUNICATION ELECTIVE	3
ENG103	ENGLISH COMPOSITION I	3
ENG104	ENGLISH COMPOSITION II	3
MTH115	ELEMENTARY STATISTICS	3
MTH---	MATH ELECTIVE	3
PSY101	INTRODUCTION TO PSYCHOLOGY	3
SCI---	NATURAL SCIENCES ELECTIVE	3
ZZZ---	ARTS AND HUMANITIES ELECTIVE	3
<i>Minimum total credits required</i>		<b>61</b>

**DEPARTMENT CHAIR and PRESIDENT EMERITUS:**

Denise Wiseman, M.B.A., C.P.A.  
Email: DWiseman@LincolnCollegeNE.edu  
Campus Extension: 40917

**PROGRAM OVERVIEW:** Today's business professionals assume a broad range of responsibilities involving interpersonal activities, decision-making, communication, and teamwork. The management program includes general education, business, and technology courses that focus on the development of leadership qualities, management strategies, quantitative and qualitative reasoning, and critical thinking skills. Case study discussions, a management seminar course, and a supervised internship experience provide a practical link between classroom theory and the realities of the business world.

**PROGRAM MISSION:** The mission of the Business Management AAS degree is to prepare students for employment in various business environments by developing their communication skills, management qualities and equipping them with the knowledge to accomplish business objectives.

**PROGRAM OUTCOMES**

- Demonstrate desirable attitudes and work habits within an organizational framework.
- Utilize effective verbal and written communication skills.
- Utilize qualitative and quantitative tools to plan and analyze business decisions, trends and operations.
- Demonstrate problem-solving skills, sound judgment, self-discipline, team cooperation, resiliency, research skills, technological skills and cultural awareness.
- Contribute to a work organization with a variety of broad and narrowly focused skills depending upon which concentration is completed.
- Support and organize operations of an office or small business.
- Demonstrate the necessary leadership to mobilize and motivate employees to accomplish business objectives.
- Utilize human relation techniques when working with individuals or groups to help resolve conflicts.
- Demonstrate an understanding of the role and influence of commerce in society.

**Program Courses**

<b>Course Name</b>	<b>Credits</b>
<b>ACC201 Financial Accounting</b> This course provides an introduction to financial accounting fundamentals in today's business world. The basic financial statements are presented: balance sheet, income statement, and statement of retained earnings. Students are exposed to the recording and summarization of financial information. Students learn how to read and analyze these financial statements.	<b>3</b>
<b>ACC202 Managerial Accounting</b> This course is an overview of managerial accounting principles and practices. Topics include budgeting, cost-volume-profit analysis, short-run decision making, standard costing, cost accounting systems, and the statement of cash flow. Spring term only. <i>Prerequisite: ACC201</i>	<b>3</b>
<b>BUS203 Organizational Behavior</b> This course provides an analysis of the individual in the workplace, with emphasis on the effect of organizational structure on behavior at both the individual and group levels. Case studies are presented to develop effective organizational management skills. Topics include motivation, communication, leadership strategies, team development, group decision processes, change management, and conflict resolution. Managerial issues regarding cultural diversity and perceptions are also explored. <i>Prerequisite: MGT101, MGT105, OR PSY101</i>	<b>3</b>
<b>FIN201 Principles of Finance</b> This course introduces students to fundamental financial principles and the application of derivatives such as interest, notes and interest variables, forecasting, charges for credit, compound interest, present value, future value, annuities, stocks and bonds.	<b>3</b>
<b>MKT102 Introduction to Marketing</b> The course introduces the principles of marketing. The basic ingredients of the marketing mix are discussed in regard to for-profit and not-for-profit businesses. The nature of global marketing, market research, and marketing ethics are reviewed. The concepts of public relations and publicity are introduced.	<b>3</b>
<b>MGT101 Principles of Management</b> This course provides an introduction to the principles of management with emphasis on their application to business. An overview of major topics in management is presented, including developing a management philosophy, understanding human behavior, decision-making, planning, organization, staffing and leadership.	<b>3</b>
<b>MGT105 Human Resource Management</b> The fundamentals of personnel policies and administration are introduced. Among topics studied are recruiting, staff development, effective utilization of personnel, and the role of labor unions in industry.	<b>3</b>

**MGT299 Internship or BUS Elective** 3  
This course provides a practical link between classroom theory and the everyday realities of the business world. Students are required to prepare daily logs and written reports detailing work experiences. Each student's activities are coordinated and monitored by a member of the College faculty.  
*Prerequisite: Final term*

### Directed Courses

**ECO105 Macroeconomics** 3  
This course is a presentation of the basic structure of the U.S. economic system with an emphasis on interrelations within the structure. Topics include national income analysis, inflation and unemployment, monetary and fiscal policy, circular flow and economic growth, money creation and the Federal Reserve, supply and demand, and business cycle theories.

**ECO205 Microeconomics** 3  
This course provides a study of economic principles related to resource allocation, price determination, distribution theory, and factor markets. Topics included are market structures (i.e. oligopoly, monopoly, and monopsony), a survey of modern economic problems (i.e. urbanization, pollution, and population) and cost and benefit externalities.

**LAW101 Introduction to Law** 3  
This course provides an overview of the American legal system, then covers the main concepts in various areas of law, such as torts, estates, contracts, property, business organizations, family law and criminal law. Students will read and analyze an appellate court opinion as an example of some of the legal topics covered in the course, and as an example of various procedures and terms found in trials and appeals.

### General Education

**FYS101 First-Year Seminar** 1  
This seminar serves as an introduction to fundamental academic success strategies. The course also provides opportunities for self-awareness that support students through the transition to college. Campus services, career development, and cross-curricular competencies are also covered. This is a graded course and is a requirement for graduation. If a student transfers the programmatically required equivalent of 9 credits or more of college-level coursework, the student will be waived from FYS and the credit will be applied

**CIS174 Computer Applications** 3  
This course provides a hands-on overview of computer applications utilizing particular software with emphasis on computer use for business purposes. Word processing, spreadsheet, and presentation software projects are included. Students develop a logical approach to problem-solving in relation to storing, retrieving, and analyzing information for reports and projects. Problems and issues related to computer-based information systems are discussed.

**COM--- Communication Elective** 3

**ENG103 English Composition I** 3  
This is a writing-intensive introductory course that emphasizes the writing process, including focus on audiences and purpose in writing, patterns of argument, introductory research, and the review of grammar and mechanics. Both career and academic documents will be assigned, with the goal of learning to write in a professional style, both in college and beyond. Students should expect to produce a total of twelve to fifteen pages of edited writing during the course.

**ENG104 English Composition II** 3  
Students will build on the skills learned in English 103 to move beyond the basic college essay to writing more complex essays using causal analysis, persuasion, and argument. This course will focus on reading complex texts, and using the research skills introduced in English 103 to develop, research, write and revise a full-length research paper. Class assignments and discussion will focus on introducing, reinforcing, and emphasizing critical thinking skills in a multi-cultural environment. *Prerequisite: ENG103*

**MTH115 Elementary Statistics** 3  
This course introduces the elementary statistical procedures used by researchers in the behavioral, health, and social science professions and other related disciplines. The course emphasizes the use of tables, graphs and elementary descriptive statistical applications. The course also introduces the student to the sampling and surveying done in many everyday life experiences.

**MTH--- Mathematics Elective** 3

**PSY101 Introduction to Psychology** 3  
This course provides an introduction to the basic principles underlying mental and behavioral processes, biopsychology, sensation and perception, learning, memory, and language. In addition, research methodology, psychopathology and treatments are discussed.

**SCI--- Natural Science Elective** 3

**ZZZ--- Arts and Humanities Elective** 3