

## BUSINESS MANAGEMENT

### Program Overview

Business management is key to a company's success or failure. Business managers make far-reaching decisions about personnel, equipment, finances, materials, advertising, marketing and sales. More business managers today are working in the international arena.

MCC's Business Management degree and certificate programs prepare students for a variety of entry- and mid-level management positions, including office manager, department manager, human resources manager, sales manager and store manager. Opportunities can be found in almost every arena—health, banking, trade, manufacturing, telecommunications, government, retail, service, nonprofit, e-business and social marketing.

The program can also help those already in management positions fine-tune their skills and become more effective in decision-making, problem-solving and human relations—three vital areas. Business simulations help students learn how to run a company and compete in the marketplace.

**The primary purpose of an Associate in Applied Science degree is to prepare students for employment. The AAS degree is not designed specifically for transfer; however, there are opportunities to apply some coursework or the whole degree to a bachelor's degree program. For more information, see an academic advisor and the department chair.**

### Requirements for the Associate in Applied Science (AAS) in Business Management

Curriculum: OCC 600	Credit Hours		
<b>General Education Core</b>			
<b>Communications</b> 2 courses ENG 151 and SPE 151 recommended	6	(3) ENG 105 Technical Communications (3) ENG 151 Composition I	(3) ENG 152 Composition II (3) SPE 151 Intro to Speech
<b>Humanities &amp; Fine Arts</b> 1 course PHI 251 recommended	3	<b>Humanities</b> <i>Select from the following prefixes or course numbers:</i> ENG (does not include: 105, 151, 152, 088-099) FRE GER (3) JRN 152 Intro to Mass Communication (3) JRN 155 Newswriting (3) JRN 165 Intro to Broadcasting (3) JRN 170 Feature Writing PHI (4) SPA 151 Elementary Spanish I (4) SPA 152 Elementary Spanish II (4) SPA 251 Intermediate Spanish I (4) SPA 252 Intermediate Spanish II (3) SPE 155 Interpersonal Communication (3) SPE 161 Small Group Communication	<b>Humanities cont'd.</b> (3) SPE 251 Intercultural Communication (3) SPE 265 Fundamentals of Oral Interpretation <b>Fine Arts</b> <i>Select from the following prefixes or course numbers:</i> ART (does not include: 166, 290, 299) (3) AET 141 Interior Design I (3) AET 142 History of Interiors (3) AET 241 Interior Design II (3) DGM 167 Graphic Design I (3) DGM 168 Computer Art I (3) JRN 180 Intro to Film MUS (does not include: 100, 104, 160, 161, 162, 201-218) THE
<b>Mathematics, Physical or Life Sciences</b> 1 course	3	<b>Mathematics</b> <i>Select from the following prefixes or course numbers:</i> MAT (100-level or above) <b>Sciences</b> <i>Select from the following prefixes or course numbers:</i> BIO	<b>Sciences cont'd.</b> CHM EAS (3) GEG 101 Physical Geography (3) GEG 123 Energy Resources (3) GEG 220 The Global Environment GEL (4) HRT 103 Intro to Plant Science (4) HRT 105 Intro to Soil Science PHY
<b>Social and Behavioral Sciences</b> 1 course	3	(3) ECO 251 Microeconomics	

<b>Business Core</b>	15	(3) ACC 151 Financial Accounting (3) BUS 145 Business Applications of Mathematics (3) BUS 150 Intro to Business	(3) BUS 155 Business Communication <b>or</b> (3) BUS 255 Business Internship (3) CIS 110 Computer Literacy
<b>Business Electives</b> 4 credit hours	4	Choose courses from catalog with prefix ACC, AOM, BUS, CIS, DGM, ECO, IBS, MGT or MKT <b>NOTE:</b> Effective fall 2012, courses with the IBS prefix were changed to the BUS prefix. Courses taken prior to fall 2012 with the IBS prefix will continue to satisfy this requirement.	
<b>Management Core</b>	27	(3) ACC 152 Management Accounting (3) BUS 175 Intro to International Business <b>or</b> (3) BUS 220 Human Relations & Teambuilding (3) BUS 240 Commercial Law (3) BUS 241 Legal Environment of Business	(3) MGT 150 Principles of Management (3) MGT 205 Creative Leadership (3) MGT 210 Human Resources Management (3) MGT 230 Experiencing Management Decisions (3) MKT 110 Principles of Marketing
<b>Total Degree Credits</b>	61		

**Other AAS Graduation Requirements:**

- 2.0 minimum cumulative GPA at MCC upon completion of program
- 15 semester hours of program-specific coursework taken at MCC

- Completion of Intent to Graduate form
- Completion of end-of-program assessment as directed by this department

**For more information, contact the department chair: (815) 455-8732.**

**Requirements for the Business Management Principles Certificate**

<b>Curriculum: OCC 602</b>	<b>Credit Hours</b>		
<b>Communications</b> 2 courses ENG 151 and SPE 151 recommended	6	(3) ENG 105 Technical Communications (3) ENG 151 Composition I	(3) ENG 152 Composition II (3) SPE 151 Intro to Speech
<b>Mathematics, Physical or Life Sciences</b> 1 course	3	<b>Mathematics</b> <i>Select from the following prefixes or course numbers:</i> MAT (100-level or above) <b>Sciences</b> <i>Select from the following prefixes or course numbers:</i> BIO	<b>Sciences cont'd.</b> CHM EAS (3) GEG 101 Physical Geography (3) GEG 123 Energy Resources (3) GEG 220 The Global Environment GEL (4) HRT 103 Intro to Plant Science (4) HRT 105 Intro to Soil Science PHY
<b>Program Core</b>	18	(3) BUS 145 Business Applications of Math. (3) BUS 150 Intro to Business (3) BUS 175 Intro: International Business <b>or</b> (3) BUS 220 Human Relations & Teambuilding	(3) CIS 110 Computer Literacy (3) MGT 150 Principles of Management (3) MGT 205 Creative Leadership
<b>Program Electives</b> 3 credit hours	3	Choose courses from catalog with prefix ACC, AOM, BUS, CIS, DGM, ECO, IBS, MGT or MKT (BUS 241 recommended) <b>NOTE:</b> Effective fall 2012, courses with the IBS prefix were changed to the BUS prefix. Courses taken prior to fall 2012 with the IBS prefix will continue to satisfy this requirement.	
<b>Total Certificate Credits</b>	30		

## Requirements for the Entrepreneurship Certificate

<b>Curriculum: OCC 610</b>	<b>Credit Hours</b>	
<b>Program Core</b>	6	(3) BUS 160 Intro to Entrepreneurship (3) BUS 162 Entrepreneurship Business and Planning
<b>Total Certificate Credits</b>	6	

## Requirements for the International Business Studies Certificate

<b>Curriculum: OCC 620</b>	<b>Credit Hours</b>	
<b>Program Core</b>	9	(3) BUS 175 Introduction: International Business (3) BUS 270 Principles of Exporting & Importing (3) MKT 264 International Marketing
<b>Program Electives</b> 3 credit hours	3	(3) BUS 150 Intro to Business (3) MGT 150 Principles of Management  (3) Select course(s) with IBS or BUS prefix <b>NOTE:</b> Effective fall 2012, courses with the IBS prefix were changed to the BUS prefix. Courses taken prior to fall 2012 with the IBS prefix will continue to satisfy this requirement.
<b>Total Certificate Credits</b>	12	

## Requirements for the Organizational Leadership Certificate

<b>Curriculum: OCC 601</b>	<b>Credit Hours</b>	
<b>Program Core</b>	12	(3) MGT 150 Principles of Management (3) MGT 205 Creative Leadership (3) MGT 210 Human Resources Management (3) MGT 230 Experiencing Management Decisions
<b>Total Certificate Credits</b>	12	

### Other Certificate Graduation Requirements:

- 2.0 minimum cumulative GPA at MCC upon completion of program
- For certificates of less than 12 credit hours, *all* required credits must be completed through MCC coursework. For all other certificates, one-half of the minimum credit hours required must be completed through MCC coursework.
- Completion of Intent to Graduate form

**For more information, contact the department chair:  
(815) 455-8732.**