

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.

For more information, visit:

www.mchenry.edu/businessmanagement

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		
General Education Core			
Communications 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
Humanities & Fine Arts 1 course PHI 251 recommended	3	Humanities <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 Media News Writing (3) JRN 165 Intro to Broadcasting (3) JRN 170 Media 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	Humanities cont'd. (3) SPE 251 Intercultural Communication (3) SPE 265 Fundamentals of Oral Interpretation Fine Arts <i>Select from the following prefixes or course numbers:</i> ART (does not include: 166, 190, 290, 299) (3) AET 141 Interior Design I (3) AET 142 History of Interiors (3) AET 241 Interior Design II (3) DGM 168 Computer Art I (3) GRA 167 Graphic Design I (3) JRN 180 Intro to Film MUS (does not include: 100, 104, 111, 222, 160, 161, 162, 201-218) THE
Mathematics or Physical Sciences or Life Sciences 1 course	3	Mathematics <i>Select from the following prefixes or course numbers:</i> MAT (100-level or above) Sciences <i>Select from the following prefixes or course numbers:</i> BIO	Sciences cont'd. CHM EAS (4) GEG 107 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
Social and Behavioral Sciences 1 course	3	(3) ECO 251 Microeconomics	

Business Core	15	(3) ACC 151 Financial Accounting (3) BUS 145 Business Applications of Mathematics (3) BUS 150 Intro to Business	(3) BUS 155 Business Communication or (3) BUS 255 Business Internship (3) CDM 110 Computer Literacy for Windows or (3) CDM 111 Computer Literacy for Mac
Business Electives 4 credit hours	4	Choose courses from catalog with prefix ACC, AOM, BUS, CDM, CIS, GRA 100, ECO, IBS, MGT, MAT (100 level or above), MKT, NET 180, or WEB 105. NOTE: 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.	
Management Core	27	(3) ACC 152 Management Accounting (3) BUS 175 Intro to International Business or (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
Total Degree Credits	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 graduation application
- 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

Curriculum: OCC 602	Credit Hours		
Program Core	33	(3) ACC 151 Financial Accounting (3) AOM 120 Word Processing I or (3) AOM 131 Spreadsheet Applications I (3) BUS 145 Business Applications of Math. (3) BUS 150 Intro to Business (3) BUS 155 Business Communication (3) BUS 175 Intro: International Business (3) BUS 240 Commercial Law or (3) BUS 241 Legal Environment of Business	(3) CDM 110 Computer Literacy for Windows or (3) CDM 111 Computer Literacy for Mac (3) MGT 150 Principles of Management (3) MGT 230 Experiencing Management Decisions (3) MKT 110 Principles of Marketing
Total Certificate Credits	33		

For more information, visit: www.mchenry.edu/businessprinciples

Requirements for the Entrepreneurship Certificate

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

For more information, visit: www.mchenry.edu/entrepreneur

Requirements for the International Business Studies Certificate

Curriculum: OCC 620	Credit Hours	
Program Core	9	(3) BUS 175 Introduction: International Business (3) BUS 270 Principles of Exporting & Importing (3) MKT 264 International Marketing
Program Electives 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 NOTE: 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.
Total Certificate Credits	12	

For more information, visit: www.mchenry.edu/ibs

Requirements for the Organizational Leadership Certificate

Curriculum: OCC 601	Credit Hours	
Program Core	18	(3) ACC 151 Financial Accounting (3) BUS 150 Intro to Business (3) MGT 150 Principles of Management (3) MGT 205 Creative Leadership (3) MGT 210 Human Resources Management (3) MGT 230 Experiencing Management Decisions
Total Certificate Credits	18	

For more information, visit: www.mchenry.edu/leadership

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 graduation application

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