

# BUSINESS ADMINISTRATION - MANAGEMENT (AAS)

## Business & Information Technology

Program website (<https://www.harpercollege.edu/academics/business/business-administration/>)

## Option 4: Business Administration Degree – Management

### Program Overview

This 61 credit-hour program is designed to assist students in a wide variety of business occupations. The curriculum is structured to meet the needs of individuals interested in gaining or improving business knowledge and management skills. The program develops abilities that will help organize, coordinate and evaluate the functions of a unit, department or branch of an organization in either an industrial or administrative management capacity. This degree also provides the fundamental management skills needed by the successful owner-manager of a business.

This degree is shown in a standardized sequential semester option. However, it is available as fast track modality, apprenticeships and online options as well. Please contact an advisor to get the most current scheduling. This degree plan is one of six options that students may pursue to earn the Business Management Associate in Applied Science (AAS) degree. While there are multiple specializations, this particular degree can be awarded only once.

### Program Requirements

First Semester	Hours
ENG 101 Composition I	3
Humanities <sup>1</sup>	3
MGT 111 Introduction to Business Organization <sup>2</sup> or MGT 154 or Entrepreneurship	3
MGT 150 Business Math <sup>3</sup>	3
PSY 101 Introduction to Psychology <sup>+</sup>	3
<b>Hours</b>	<b>15</b>
Second Semester	Hours
ACC 101 Introduction to Financial Accounting <sup>4</sup>	4
CIS 100 Computer and Digital Literacy or CIS 101 or Introduction to Computer Information Systems	3
MGT 165 Global Business <sup>+</sup>	3
MGT 265 Human Resources Management	3
MGT 280 Organizational Behavior	3
<b>Hours</b>	<b>16</b>
Third Semester	Hours
ACC 102 Introduction to Managerial Accounting <sup>5</sup> or PSY 245 or Industrial/Organizational Psychology	3
Select one of the following: <sup>6</sup>	3
ECO 200 Introduction to Economics	
ECO 211 Microeconomics	
ECO 212 Macroeconomics	

ENG 130 or SPE 101	Business Writing <sup>7</sup> or Fundamentals of Speech Communication	3
Select one of the following:		3
MGT 205	Leadership	
	Management elective(s) (p. 1) or Business Administration elective(s) (p. 2)	
MGT 270	Principles of Management	3
	<b>Hours</b>	<b>15</b>
Fourth Semester	Hours	
ACC 211	Business Law I	3
ACC 216	Employment Law	3
MGT 218	Introduction to Finance	3
MGT 291	Strategic Management <sup>8</sup>	3
MKT 245	Principles of Marketing	3
	<b>Hours</b>	<b>15</b>
	<b>Total Hours</b>	<b>61</b>

<sup>1</sup> PHI 150 (Business Ethics) is recommended.

<sup>2</sup> MGT 111 is recommended.

<sup>3</sup> The mathematics requirement for this degree can be met with Math Competency. See Math Competency options (<https://www.harpercollege.edu/testing/docs/math-competency-options.php>) for information. Students who utilize Math Competency to meet the mathematics requirement must complete an additional three credit-hour elective. See full list of AAS General Education electives (<https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/>).

<sup>+</sup> This course meets the World Cultures and Diversity graduation requirement.

<sup>4</sup> Students should strongly consider enrolling in ACC 102 as well.

<sup>5</sup> ACC 102 is recommended.

<sup>6</sup> ECO 211 is recommended.

<sup>7</sup> If pursuing a fully online degree, choose ENG 130; otherwise choose SPE 101.

<sup>8</sup> This course is considered the program's capstone and should be taken at the end of student's course work.

### Management Electives

Code	Title	Hours
FIN 101	Financial Institution Operations	3
INS 110	Insurance Fundamentals	3
MGT 154	Entrepreneurship	3
MKT 140	Principles of Professional Selling	3
MKT 217	Advertising	3
MKT 247	Consumer Buying Behavior	3
MKT 281	Internship in Marketing	1-3
MKT 285	Topics in Marketing	0.5-3
SCM 101	Supply Chain Management	3
SCM 120	Production Control	3
SCM 281	Topics in Supply Chain Management	1-3

## Business Administration Electives

Code	Title	Hours
ACC 216	Employment Law	3
MCM 150	Social Media Management and Measurement	3
MCM 233	Introduction to Public Relations	3
MGT 165	Global Business	3
MGT 170		3
MGT 204	Training and Development	3
MGT 205	Leadership	3
MGT 211	Management Internship	1-3
MGT 266	Employee Compensation and Benefits	3
MKT 105	Sports Marketing	3
MKT 106	Retail Merchandising	3
MKT 243	Social Commerce and Sales	3
MKT 252	Internet Marketing	3
MKT 285	Topics in Marketing	0.5-3
SCM 122	Inventory Management	3
SCM 123	Transportation	3
SCM 124	Warehouse Operations	3
SCM 125	Procurement	3
SCM 226	Advanced Planning and Integration	3
SCM 259	Sourcing and Supply Management	3

## Program Learning Outcomes

- Communicate persuasively and concisely, (orally, in writing, and presentation), using the language of business.
- Evaluate major business functions and related technologies domestically and globally.
- Explain and use quantitative tools in accounting, finance and economics.
- Demonstrate soft skills: emotional intelligence, entrepreneurial mindset, leadership and teamwork.
- Practice social consciousness and responsibility.
- Explore a business career direction.
- Demonstrate rational and informed decision making that supports the company goals based on relevant data.
- Identify motivational tools and techniques to pursue company goals.