

BUSINESS ADMINISTRATION (102)

102-110 - Introduction to Business

Introduces the students to the world of business. Examines the key areas of business such as the external business environment, accounting, marketing, ethics, social responsibility, and operational functions including human resources, operations management and entrepreneurship. Explores a student's individual strengths that can be applied to their college experience and career in business.

3 Credit hours

54 Lecture hours

102-115 - Business and Employee Relations

Introduces the importance of using business relation skills with stakeholders in the business environment. Various approaches for maintaining positive relationships between managers, employees, business partners, customers and stockholders are evaluated. Enhances the ability to understand and develop employee-focused programs, policies and procedures such as formal and informal communications, employee recognition, and conflict resolution. Valuing diversity in the workforce is emphasized. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

102-120 - Principles of Management

Students learn about the four managerial functions of planning, organizing, controlling, and leading in contemporary organizations. A series of self-assessment questionnaires provide insights into personal behaviors and help students turn managerial theories into potential personal managerial practices. Students learn how management processes apply to a global environment. (Prerequisite: Completion of or concurrent enrollment in 102-110 Introduction to Business or 105-120 Business Organization)

3 Credit hours

54 Lecture hours

102-124 - Business Logistics

Examines the design and management of products, processes, services and supply chains. Considers the acquisition, development, and utilization of resources that firms need to deliver the goods and services for clients.

3 Credit hours

54 Lecture hours

102-188 - Introduction to Project Management

New course description coming. (Prerequisites: Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office; 101-138 Data Management Analysis and Reporting or 103-180 Microsoft Excel or 116-189 Team Building and Problem Solving or 801-197 Technical Reporting).

3 Credit hours

54 Lecture hours