

# BUSINESS MANAGEMENT (102)

## 102-100 Credits: 3

This course will incorporate lecture and discussion materials to improve students' understanding of basic business and entrepreneurship topics. It will include a hands-on component involving interaction with local employers, and community leaders will expose participants to business and management career opportunities available to AAS program graduates.

**Aid Code:** 10 - Associate Degree.  
Complete Course Listing

## 102-109 Business Careers Planning and Business Communication Credits: 3

This course covers how to use professional and effective communication in business settings. Students learn and practice business oral communication, presentations, and various forms of written communication. Business career exploration, resume writing, and interviewing are also addressed in this course.

**Aid Code:** 10 - Associate Degree.  
**Pre-requisites:** (103-106)  
**Co-requisites:** 103-128 or 103-116 or 106-146  
Complete Course Listing

## 102-110 Business Careers Planning Credits: 1

In Business Career Planning, students will focus on personal and professional preparation for a career in business related occupations. The course covers interpersonal and intrapersonal success skills including self-esteem, understanding human behavior, creative problem solving and decision making, effective communication skills, time management, setting priorities, and organizational techniques. Job search strategies will be introduced.

**Aid Code:** 10 - Associate Degree.  
Complete Course Listing

## 102-115 Management Principles Credits: 3

Students will receive a comprehensive overview of the functions and principles of management that leads to success in the operating climate of modern businesses. The five functions of management will be introduced and applied to business operational problem-solving.

**Aid Code:** 10 - Associate Degree.  
**Pre-requisites:** (102-148)  
**Co-requisites:** (801-195 or 801-136 or 102-109)  
Complete Course Listing

## 102-120 Small Business Management Credits: 3

The course provides a detailed study of all phases of managing a small business. Specific problems of small operations such as financing, developing, staffing, and growing a small business are analyzed. Management topics such as quality, leadership, applications of technology, legal issues and more will be applied to isolating significant problems and implementing solutions. Current issues and trends in entrepreneurship will be included.

**Aid Code:** 10 - Associate Degree.  
**Pre-requisites:** (102-115) and (104-102)  
Complete Course Listing

## 102-121 Customer Service Management Credits: 3

Customer Service Management examines the role of managing customer service to add value and achieve a firm's long-term goals. Topics include the purpose of customer service; development of customer service goals, policies and plans; training, development and evaluation of customer service staff; and using conflict resolution techniques to handle difficult customer service situations. Emphasis is placed on management duties and communication to provide customer satisfaction for both internal and external customers.

**Aid Code:** 10 - Associate Degree.  
**Pre-requisites:** 102-115  
Complete Course Listing

## 102-122 Business Sustainability Planning Credits: 3

Learners in this course will be introduced to current topics influencing business practices relative to business sustainability. Concepts include green business, planning business sustainability programs, and leading corporate social responsibility efforts that may provide a foundation for both business profitability and environmentally friendly processes. Learners will discuss green business practices, analyze case studies, and take away a management process for identifying and implementing sustainability projects, which also contribute to an organization's triple bottom line.

**Aid Code:** 10 - Associate Degree.  
**Pre-requisites:** (804-123)  
Complete Course Listing

## 102-125 Business Management Internship Credits: 2

This course is a work-based learning program involving actual business operations in the community. It is intended to provide students with actual work experience. Students will obtain a position at an approved worksite, and work a minimum of 144 hours under the supervision of both their instructor and an onsite supervisor. Students must have a minimum 2.0 overall GPA to enroll in the course.

**Aid Code:** 10 - Associate Degree.  
**Pre-requisites:** (102-110) and (102-115)  
Complete Course Listing

### **102-126 Business Plan and Entrepreneurship**

**Credits:** 2

This course is a learning program involving planning actual business operations. It is intended to provide students with the tools to start their own business. Students will improve their understanding of entrepreneurship topics. They will also research, develop, write, and present a business plan. Students must have a minimum 2.0 overall GPA to enroll in the course.

**Aid Code:** 10 - Associate Degree.

**Pre-requisites:** (102-110) and (101-117) and (102-115) and (102-120) and (104-102)

Complete Course Listing

### **102-127 Business Management Internship**

**Credits:** 3

This course is a work-based learning program involving actual business operations in the community. It is intended to provide students with actual work experience. Students will obtain a position at an approved worksite, and work a minimum of 144 hours under the supervision of both their instructor and an onsite supervisor. Students must have a minimum 2.0 overall GPA to enroll in the course.

**Aid Code:** 10 - Associate Degree.

**Pre-requisites:** (102-109) and (102-115) and (196-193 or 116-193)

**Co-requisites:** (101-117) and (102-120) and (102-122) and (102-155)

Complete Course Listing

### **102-128 Business Plan and Entrepreneurship**

**Credits:** 3

The course is a learning program involving planning actual business operations. It is intended to provide students with the tools to start their own business. Students will improve their understanding of entrepreneurship topics. They will also research, develop, write, and present a business plan. Students must have a minimum 2.0 overall GPA to enroll in the course.

**Aid Code:** 10 - Associate Degree.

**Pre-requisites:** (101-117) and (102-109) and (102-115) and (102-120) and (104-102) and (801-195 or 801-136)

Complete Course Listing

### **102-130 Business Finance and Budget Management**

**Credits:** 3

This is a basic finance course for managers and supervisors. The learner applies the skills necessary to achieve an understanding of the fiscal/monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant. These financial principles will then be applied to the manager's role in decision-making and includes problem-solving case studies.

**Aid Code:** 10 - Associate Degree.

**Pre-requisites:** (101-117) and (102-115) and (103-106)

Complete Course Listing

### **102-131 Introduction to Business Sustainability**

**Credits:** 1

This course will provide an introduction of current topics that influence business practices relative to business sustainability. Concepts include developing business sustainability efforts, beginning corporate social responsibility efforts and planning for profitable and environmentally friendly processes. Learners will discuss green business practices, analyze case studies and discuss an organization's triple bottom line.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

### **102-132 Lean Operations**

**Credits:** 1

Upon completion of this course, learners will develop their understanding of how to assess a manufacturing process and review the transformation of inputs to outputs. Learners will analyze non-value added activities within work flows and consider the underlying values of a lean enterprise. Learners will explore the characteristics of an organizational culture necessary to develop a lean operation and study various production methods that will enable efficiencies including JIT (Just in Time), quality management, quality control, continuous improvement methodologies, statistical process control chart interpretation, material handling and production logistics.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

### **102-133 Lean Tools**

**Credits:** 1

In this course, learners will examine the lean tools available to identify and eliminate wastes from a process. Learners will examine the benefits and challenges of conducting a 5S implementation strategy, A3 Storyboard strategy, and root cause analysis. Learners will utilize process mapping to evaluate and develop plans to reduce and/or eliminate waste and evaluate the various approaches to continuous improvement.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

### **102-134 Lean Six Sigma**

**Credits:** 3

Upon completion of this course, learners will have developed a body of knowledge around Six Sigma concepts that qualify them to become Green Belt Certified. This includes an introduction to Six Sigma, recognition of the DMAIC methodology, and assessing a lean enterprise. Learners will develop their ability to do statistical evaluations to evaluate a production process. Learners will work through the Define, Measure, Analyze, Improve and Control phases to implement a problem solving or continuous quality improvement. Learners will examine the steps of planning and executing a kaizen event as well as utilize the seven SPC (statistic process control) tools to improve a process.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

**102-135 Lodging Management****Credits:** 3

This course takes a management perspective in introducing students to the organization and structure of hotels, restaurants, clubs, cruise ships, and casino hotels. Topics include: business ethics, franchising, management responsibility such as human resources, marketing and sales, and advertising.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

**102-136 Hotel Operations Management****Credits:** 3

This course takes a management perspective in introducing students to lodging operations. There are chapters on Structure and service in the lodging industry, front office, housekeeping, sales, and marketing accounting human resources and maintenance departments. Also chapters in safety and security and careers in the lodging industry.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

**102-137 Business Communications****Credits:** 1

In Business Communications, students will learn the basics of professional and effective communication in business settings. Students will receive instruction and feedback on oral communication as well as the use of written communications to include business emails, memos, and letters. The importance of favorable and appropriate communication with both internal and external parties will be covered. All written communication will require keyboard use.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

**102-139 Culinary Business Administration****Credits:** 3

This course introduces the student to basic bookkeeping, and management reporting. The student is taught how to establish and maintain a basic bookkeeping system.

**Aid Code:** 10 - Associate Degree.**Restrictions:** Restricted to students admitted to Culinary Arts Program.**Pre-requisites:** (316-104) and (316-107) and (316-114) and (316-119) and (316-164)

Complete Course Listing

**102-148 Introduction to Business and Management****Credits:** 3

Students will be introduced to business operations, focusing on a basic understanding of the activities, functions, and principles of business enterprises. This course covers the responsibilities and challenges of operating a business. The course emphasizes human relations, management, marketing, finance, human resources, global business, and starting a business.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

**102-150 Global Business Fundamentals****Credits:** 3

This course is designed to give students a fundamental understanding of the environment in which international business operates and of the business practices required to compete successfully in global markets. Topics include: country differences in political, economic, cultural, and ethical systems; cross-border trade and investment; global monetary systems; strategies involved in international business; and management challenges in global markets.

**Aid Code:** 10 - Associate Degree.**Pre-requisites:** (102-148) and (801-195)

Complete Course Listing

**102-155 Introduction to Project Management****Credits:** 3

This course gives an overview of project management principles and covers the fundamental knowledge and skills needed to improve the outcome of any project. It focuses on the project management processes and knowledge areas. Students will learn how to plan, schedule, and control projects. Students will learn project management tools and techniques and use them to define project goals, objectives, costs and time, and manage project scope, schedule and resources.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing

**102-156 Project Leadership and Communications****Credits:** 3

This course focuses on soft skills, including leadership, communications, team organization and development, and conflict management. It will provide students with the essential management and leadership skills to lead a project with confidence. Students will learn how to build high-performance project teams through effective leadership and influence, utilize management skills to encourage productivity and cooperation, and implement creative problem-solving techniques to ensure project success.

**Aid Code:** 10 - Associate Degree.**Co-requisites:** (102-155 or 196-111)

Complete Course Listing

**102-157 Managing Projects****Credits:** 2

This course focuses on using the Microsoft Project software to plan, schedule and control projects. Students will define a project's scope and apply work breakdown structure (WBS), the foundation of project planning. Students will learn how to configure tools and options, set-up projects, estimate, schedule, and budget projects.

**Aid Code:** 10 - Associate Degree.**Co-requisites:** (102-156) and (102-155 or 196-111)

Complete Course Listing

**102-158 Project Management Capstone**

**Credits:** 3

This course is designed to give students practical experiences in managing projects. Students will be given the opportunity to review, synthesize, and apply their project management knowledge and skills from prior courses and experience. Students will be working in a lab setting leading a real-life project and project management deliverables, including project charter, project plan, status reports, and post-project reviews. Students will facilitate meetings, track planned and actual values, and update project plans.

**Aid Code:** 10 - Associate Degree.

**Co-requisites:** (102-155 or 196-111) and (102-156) and (102-157)

Complete Course Listing

**102-160 Business Law**

**Credits:** 3

This course is designed to provide the student with a working knowledge of law as it relates to the rights and responsibilities of businesses and individuals. Emphasis is placed on torts, contracts, case analysis, ethics, and social responsibility, particularly in the business context.

**Aid Code:** 10 - Associate Degree.

Complete Course Listing