



Business Management

Program No: 10-102-3

Associate Degree in Applied Science • Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2013-2014

Catalog No.	Class Title	Credit(s)	
			About the Career
			Business managers are found in every sector of the economy in nearly all work settings. The program provides graduates with the business knowledge and skills for positions such as an entry-level manager, assistant manager, office manager, or team leader or graduates may start their own business.
			The successful business manager oversees day-to-day activities and leads the team or organization to the next level of performance. Managers plan, organize, staff, and control the tasks that carry out the work of the business or nonprofit organization.
			If you set goals for yourself and strive to accomplish them, prefer working with others rather than alone, enjoy serving as a leader even if it means more work, and want to improve your skills and promotion potential, then a career in business management may be a good choice for you.
			About the Program
			Being successful in the business world means having a broad range of up-to-date business skills. The Business Management program provides learners with a background including business operations, marketing, service operations management, accounting, human resource management, team building and problem solving, and business law, among others. These courses provide the learner with the tools needed to meet the challenges of managing a business.
			Careers
			<ul style="list-style-type: none"> • Manager • Assistant Manager • Office Manager • Team Leader • Entrepreneur
			Admissions Steps
			<ul style="list-style-type: none"> • Submit Application and \$30 Processing Fee • Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel) • Submit Official Transcripts (High School and Other Colleges) • Meet with Program Advisor • Complete Functional Ability Statement of Understanding Form
			Program Outcomes
			You'll learn to: <ul style="list-style-type: none"> • Plan the operation of a business across functional areas. • Organize resources to achieve the goals of the organization.
			<ul style="list-style-type: none"> • Direct individuals and/or processes to meet organizational goals. • Control business processes.
			Approximate Costs
			<ul style="list-style-type: none"> • \$132 per credit (resident) • \$198 per credit (out-of-state resident) • Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)
			Functional Abilities
			Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.
			Placement Scores
			Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.
			Divisional Grading Policy
			All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.
			Term 1
10104102	Marketing, Principles of	3.00	
10105124	Portfolio Introduction	1.00	
10196189	Team Building and Problem Solving	3.00	
10196193	Human Resource Management	3.00	
10801195	Written Communication	3.00	
10804123	Math with Business Applications	3.00	
	Total	16.00	
			Term 2
10101131	Business Accounting	4.00	
10104109	Customer Service Techniques	2.00	
10196191	Supervision	3.00	
10801198	Speech OR 10801196	3.00	
	Oral/Interpersonal Comm		
10809122	Introduction to American Government	3.00	
10182102	Service Operations Management	3.00	
	Total	18.00	
			Term 3
10101127	Managerial Accounting	3.00	
10105128	Personal Branding	2.00	
10182108	Purchasing	3.00	
10116105	Recruitment and Retention of Employees	3.00	
10809195	Economics	3.00	
10809198	Introduction to Psychology	3.00	
	Total	17.00	
			Term 4
10101106	Payroll Applications	2.00	
10102107	Internship - Business Management OR 10102106	3.00	
	Business Applications OR 10138101		
	Introduction to International Business		
10102123	Business Management-Capstone	3.00	
10102127	Portfolio Assessment-Business Management	1.00	
10102160	Business Law	3.00	
10806112	Principles of Sustainability	3.00	
	Total	15.00	
	Program Total	66.00	
Note:	Program start dates vary; check with your counselor for details.		
	Curriculum and program acceptance requirements are subject to change.		

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Cardinal Stritch University
Concordia University
Excelsior College
Franklin University

Herzing University
Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University

UW-Green Bay
UW-Oshkosh
UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.

10101106 Payroll Applications

...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; and maintain payroll records.

10101127 Managerial Accounting

...prepares the learner to analyze financial performance; prepare and evaluate budgets; and compare and manage capital. (Accounting students will require the Accounting 1 prerequisite requirement for this course.)

PREREQUISITE: 10101131 Business Accounting or 10101111 Accounting 1

10101131 Business Accounting

...introduces Business Management students to the core concepts of accounting and how a manager uses accounting in running a business. The students will use a computer-based accounting system to help them understand how transactions from the various business processes lead to financial statements. The student will also learn how to use financial statements to manage a business. **PREREQUISITE:** 10804123 Math with Business Applications and **COREQUISITE:** Microsoft Excel skills or equivalent

10102107 Internship-Business Management

...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Business Management program objectives. Students are responsible for seeking and obtaining the internship position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students may meet periodically at LTC.

PREREQUISITE: 10105128 Career Exploration or 10105126 Career Assessment & 10105124 Portfolio Intro & 10105128 Career Exploration & **CONDITION:** Verification of eligibility by Business Mgmt coordinator (student needs 45 credits of Business Mgmt program)

10102123 Business Management-Capstone

...assess the role of business, its internal structure and its relationship to the external environment. Each learner analyzes the functions of business planning, information systems, operations management, information technology, marketing and how they interact and drive business activities.

CONDITION: Students must have earned 50 credits or more prior to taking this course

10102127 Portfolio Assessment-Business Management

...prepares the student to identify what they have learned throughout the business management program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities.

PREREQUISITES: 10105124 Portfolio Introduction and 10105126 Career Assessment or 10105128 Career Exploration

10102160 Business Law 1

...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and analyze warrants.

10104102 Marketing, Principles of

...introduces the student to the consumer decision process model, the bases used to segment a market, basic concepts about goods, services, and ideas, the nature of supply chain and distribution, integrated marketing communications, and the stages of the product life cycle and their impact on the marketing mix.

COREQUISITE: Microsoft Word and PowerPoint skills or equivalent or **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10104109 Customer Service Techniques

...assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customer needs.

10105124 Portfolio Introduction

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

10105128 Personal Branding

...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development.

PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio

10116105 Recruitment and Retention of Employees

...applies and skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.

10182102 Service Operations Management

...introduces the student to the basic coverage of the concepts and current issues in service operation management. Topics include the value equation in operations management; understanding services; building the service system; operating the service system; enterprise resource management (ERP) and supply chain management concepts in the service sector.

10182108 Purchasing

...introduces the participant to basic purchasing, quality specifications, inventory control, supplier selection, price aspects, research and measurement, and global purchasing. This course is exciting for anyone interested in working in a challenging and rewarding purchasing and supply chain management career.

COREQUISITE: Microsoft PowerPoint or equivalent or **CONDITION:** 105361 Pharmacy Services Management or 315361 Pharmacy Technician

10116105 Recruitment and Retention of Employees

...applies and skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.

10196189 Teambuilding and Problem Solving

...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

10196191 Supervision

...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

COREQUISITE: Microsoft Word skills or equivalent or or **CONDITION:** 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

10196193 Human Resource Management

...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

10801195 Written Communication

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills

through the analysis of a variety of written documents.

PREREQUISITE: 10831103 Intro to College Wrtg or **CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and **COREQUISITE:** 10838105 Intro Rdg & Study Skills or **CONDITION:** Reading Accuplacer min score of 74 or equivalent

10801198 Speech

...explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course.

COREQUISITE: 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10804123 Math w Business Apps

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and **COREQUISITE:** 10838105 Intro Reading and Study Skills or **CONDITION:** Reading accuplacer minimum score of 74 or equivalent

10806112 Principles of Sustainability

...prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809122 Introduction to American Government

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809195 Economics

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10809198 Intro to Psychology

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent