

Program Number 10-102-3
Associate Degree in Applied Science • Four Terms

ABOUT THE PROGRAM

Business managers are found in every sector of the economy in nearly all work settings from manufacturing to health care. The Business Management program provides graduates with the knowledge and skills for positions such as an entry-level manager, office manager, shift coordinator, 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.

PROGRAM OUTCOMES

- Plan the operation of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control business processes.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

PROGRAM ADMISSIONS STEPS

- Work with Career Coach to:
 - Submit application and \$30 fee.
 - Submit official transcripts (high school and other colleges).

ENROLLMENT PROCESS

After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program's courses include:

- Complete an assessment for placement (Accuplacer or ACT).
- Complete Functional Abilities Statement of Understanding form.
- Meet with your program's advisor.

APPROXIMATE COSTS

- \$140 per credit (resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Career Coach about how to apply for aid.

CONTACT

LTC Career Coach
 920.693.1162 • CareerCoach@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10103131	Excel 2013-Level I	1
10103181	Word 2013-Level I	1
10104102	Marketing, Principles of	3
10196189	Team Building and Problem Solving	3
10102110	Introduction to Business	3
10801195	Written Communication OR 10801136 English Composition 1	3
10804123	Math with Business Applications	3
		17
Term 2		
10101131	Business Accounting	4
10105128	Personal Branding	2
10196191	Supervision	3
10196193	Human Resource Management	3
10801198	Speech OR 10801196 Oral/Interpersonal Communication	3
10104104	Selling Strategies	3
		18
Term 3		
10809122	Introduction to American Government	3
10101127	Managerial Accounting	3
10182102	Service Operations Management	3
10182108	Purchasing	3
10809195	Economics	3
10809198	Introduction to Psychology	3
		18
Term 4		
10101106	Payroll Applications	2
10102107	Internship - Business Management OR 10138101 Introduction to Global Business	3
10102123	Business Management-Capstone	3
10102127	Portfolio Assessment-Business Management	1
10102160	Business Law	3
10806112	Principles of Sustainability	3
		15
		TOTAL 68

*Curriculum and Program Acceptance requirements are subject to change.
 Program start dates vary; check with your advisor for details.*



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

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 summarize Article II of the UCC.

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 in the Business Management program or 10 credits in the Entrepreneurship Certificate prior to taking this course

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 equivalent

EXCEL 2013 - LEVEL 1...introduces the student to creating, modifying and formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

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.

INTERNSHIP-BUSINESS MANAGEMENT...requires students to complete 72 to 216 hours (1-3 credits) of performing work in a business/industrial service setting related to their Business Mgmt 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. PREREQ: 10105128 Personal Branding or 10105126 Career Assmt & CONDITION: Verification of eligibility by Business Mgmt coordinator (student needs 45 credits of Business Mgmt program)

INTRODUCTION 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 equivalent

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.

INTRODUCTION TO BUSINESS...provides an introduction to the world of business from both the organizational and managerial viewpoint. It examines areas of business including the business environment, business formation, planning, operations, accounting, marketing, human resource management, and building effective teams.

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

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. CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met

MATH WITH BUSINESS APPLICATIONS...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: 10834109 Pre-Algebra or equivalent and COREQUISITE: 10838105 Intro Reading and Study Skills or equivalent

PAYROLL APPLICATIONS...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; and maintain payroll records. PREREQUISITES: 10834109 Pre-Algebra or equivalent

PERSONAL BRANDING...focuses on the importance of developing a strong brand identity 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.

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: 10105126 Career Assessment or 10105128 Personal Branding

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 equivalent

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.

SELLING STRATEGIES...prepares the student to understand the business to consumer selling process, the technological advancement in selling, and the importance of customer relationship management.

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.

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 equivalent

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.

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.

WORD 2013 - LEVEL 1...introduces the student to word processing features such as creating, saving, editing, formatting, and printing documents, creating basic diagrams, and applying these concepts to produce usable documents. This course is offered in a self-paced format.

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 equivalent and COREQUISITE: 10838105 Intro Rdg & Study Skills or equivalent