

# Business Administration, A.A.S.

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Business is more competitive than ever before. People running businesses will be judged by how well they manage change, stay ahead of trends and learn the latest theories. JCCC's business administration career program can train you in the many skills required to manage a variety of businesses.

Focusing on the development of decision-making, organizational and supervisory skills, the program offers professional courses in management, marketing, economics, accounting, finance, communications, business law and data processing. These are combined with a core of general education courses to ensure that students receive a well-rounded curriculum.

Graduates have opportunities in entry-level management and supervisory positions in a variety of businesses. Johnson County's continued growth as the business center for the area means enhanced job opportunities.

(Major Code 2430; State CIP Code 52.0201)

- Business Administration (<http://www.jccc.edu/businessadministration>)

## Associate of Applied Science Degree

### First Semester

ENGL 121	Composition I*	3
MATH 120	Business Mathematics* (or higher)	3
BUS 121	Introduction to Business	3
BUS 225	Human Relations	3
Select one of the following:		4
CIS 124	Introduction to Computer Concepts and Applications (and a 1-hour CPCA/CDTP elective - not including CPCA 105 or CPCA 106)	
CS 134	Programming Fundamentals	
CPCA/CDTP electives (4)		
Total Hours		16

### Second Semester

ACCT 121	Accounting I	3
BUS 141	Principles of Management	3
or BUS 145	Small Business Management	
BUS 150	Business Communications*	3
ECON 230	Economics I	3
HIST 141	U.S. History Since 1877	3
Health and/or Physical Education Elective ^		1
Total Hours		16

^ Health and/or Physical Education Elective (<http://catalog.jccc.edu/spring/degrecertificates/electives/health-and-or-physical-ed-aas>)

### Third Semester

ACCT 122	Accounting II*	3
PHIL 138	Business Ethics	1
ECON 231	Economics II	3
MKT 230	Marketing	3
BUS 261	Business Law I*	3
HUM 122	Introduction to Humanities	3
Total Hours		16

### Fourth Semester

Elective		1
ACCT 222	Managerial Accounting*	3
BUS 123	Personal Finance	3

or BUS 215	Savings and Investments	
BUS 263	Business Law II*	3
BUS 243	Human Resource Management	3
or BUS 235	Introduction to International Business	
BIOL 130	Environmental Science	3
Total Hours		16

## Recommended Electives

BUS 120	Management Attitudes and Motivation	3
BUS 140	Principles of Supervision	3

**Total Program Hours: 64**

## Courses

### **BUS 120 Management Attitudes and Motivation\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to assess personal strengths and weaknesses and set goals for personal and professional life, define communication and listening skills, analyze human relations problems, apply problem-solving strategies to human relations issues in the workplace, and define and compare management styles. 3 hrs. lecture/wk.

### **BUS 121 Introduction to Business (3 Hours)**

Upon successful completion of this course, the student should be able to explain the basic principles of the American free enterprise economic system. In addition, the student should be able to explain the fundamentals of starting a business and the interrelationship among the four functional areas: accounting, finance, management and marketing. 3 hrs. lecture/wk.

### **BUS 121H HON: Intro to Business (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

### **BUS 123 Personal Finance\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to define the role of a consumer in the economy; develop a basic financial plan; apply budgeting procedures in a daily and monthly spending plan; calculate principal and interest; define the types of consumer credit; identify the types of housing mortgages; and explain the important considerations in buying, selling and renting. In addition, the student should be able to calculate individual insurance needs in the areas of life insurance, health insurance, property and liability insurance, automobile insurance and other types of special insurance and be able to explain employee and retirement benefits, including tax-sheltered plans. 3 hrs. lecture/wk.

### **BUS 123H HON: Personal Finance (1 Hour)**

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### **BUS 140 Principles of Supervision\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to define the supervisor's role within a company and identify the skills necessary to successfully fulfill that role. In addition, the student should be able to determine the supervisor's role in supervising employees on an individual basis and as a group. The student should also be able to apply the principles of supervision in simulated work situations. 3 hrs. lecture/wk.

### **BUS 140H HON: Prin. of Supervision (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 141 Principles of Management\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to state the basic functions of management, explain the nature of organizations and organizational theories and types, explain the importance of effective communication within the organizational structure, develop and define the techniques for directing and motivating employees, explain the effects of change on an organization, and develop techniques for coping with those effects. In addition, the student should be able to explain and discuss the application of business ethics in managerial decision-making. 3 hrs. lecture/wk.

**BUS 141H HON: Prin. of Management (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 145 Small Business Management\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to demonstrate an understanding of management techniques vital to small business. In addition, the student should be able to apply decision making skills in the areas of business start-up choosing the form of ownership, marketing, financial planning and managing the small business. 3 hrs. lecture/wk.

**BUS 150 Business Communications\* (3 Hours)**

**Prerequisites:** ENGL 121

Upon successful completion of this course, the student should be able to explain the role of communication in the business environment and identify the most effective methods for creating, sending and receiving messages. In addition, the student should be able to use effective oral and written communication skills in business; write and evaluate business documents, including letters, memos, and reports using the principles of correct style, organization and format; and prepare an effective oral business presentation. 3 hrs. lecture/wk.

**BUS 150H HON: Business Communication (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 175 Business Professional Skills\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student will learn the important characteristics of business success variables found among business leaders and entrepreneurs -- their skillfulness in creating rapport and relating well with others, as well as their reputation for honesty and ethical behavior. Business leaders in our society are faced with daily opportunities to make decisions, negotiate, resolve conflict, and build trust. Students will demonstrate awareness and effective application of these skills understanding its dramatic affects on morale, teamwork, productivity, employee retention, customer relations, and the bottom line. 3 hrs. lecture/wk.

**BUS 215 Savings and Investments\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to define, analyze and evaluate types of savings instruments and other investments. In addition, the student should be able to determine which instruments are desirable for a personal financial plan. The student should also be able to demonstrate an understanding of basic financial-planning concepts and tax-planning procedures. 3 hrs. lecture/wk.

**BUS 215H HON: Savings Investments (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 225 Human Relations\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to evaluate the impact of human relations as it relates to the social system, technical system and administrative system of a work environment. In addition, the student should be able to analyze these systems and their effects on individual group and organizational performance. 3 hrs. lecture/wk.

**BUS 225H HON: Human Relations (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 235 Introduction to International Business\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course is designed to introduce the student to the global economy. Differences in political, economic and cultural forces within countries will be analyzed and national competitiveness assessed. Cross-border trade and investment and the global monetary system will be introduced and analyzed. Competition and a firm's international business strategy in the global marketplace will be examined. Ethical issues in international business global marketing and international human resource management practices will be examined as well. 3 hrs. lecture/wk.

**BUS 235H HON: Intro to Internat. Bus. (1 Hour)**

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**BUS 243 Human Resource Management\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to state the principles of human resource management; describe the human resource function as an integral part of management; differentiate between roles of the personnel and line manager in the management of human resources; define and evaluate strategic planning, recruitment, selection and training; define the primary methods of human resource development; employ methods of employer appraisal; and state the major components and coverages of the Equal Employment Opportunity Act and other personnel/human resource-related laws. 3 hrs. lecture/wk.

**BUS 243H HON: Human Res. Management (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 261 Business Law I\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

This course is designed to introduce the students to the American legal system. Principles of legal ethics in business will be introduced. Principles of common law of contracts will be discussed. Sections of Uniform Commercial Code as applied to the law of sales and law of negotiable instruments will be introduced. 3 hrs. lecture/wk.

**BUS 261H HON: Business Law I (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.

**BUS 263 Business Law II\* (3 Hours)**

**Prerequisites:** BUS 261

A continuation of Business Law I, this course will introduce the student to the principles of Uniform Commercial Code as applied to secured transactions. The law of bankruptcy, principles of agency and business organizations such as partnerships, limited partnerships, joint ventures, corporations, and sole proprietorships will be discussed. Principles of real property, personal property, bailments, estate and trusts, insurance and environmental law will be introduced. 3 hrs. lecture/wk.

**BUS 263H HON: Business Law II (1 Hour)**

One-credit hour honors contract is available to qualified students who have an interest in a more thorough investigation of a topic related to this subject. An honors contract may incorporate research, a paper, or project and includes individual meetings with a faculty mentor. Student must be currently enrolled in the regular section of the courses or have completed it the previous semester. Contact the Honors Program Office, COM 201, for more information.