



Business Administration

Major

The Business Administration major provides students with a solid foundation in business knowledge and skills. Built on a blend of courses that stimulate critical thinking, this major prepares students to enter or advance in today's demanding business environment. A broad base of business and general education course requirements combines the study of management and business. Students will concentrate on marketing, human resources, management, accounting, economics, communication, information technology and general education studies in the arts and sciences. Completion of the Business Administration degree is an academic accomplishment that increases employment potential and is an important stepping stone toward attainment of a bachelor's degree.

This major which explores all facets of business, increases students' employment potential. Students can choose from three delivery formats: traditional, distance education, or one night a week. Designed for working adults, the one night a week format may be completed within 24 months. With classes just one night a week, students can continue to work full-time while gaining new knowledge to help you advance in their careers.

Articulation Agreements

Rhodes State has agreements with a number of four-year institutions allowing individuals to transfer after graduation to complete baccalaureate degree programs. These articulation agreements function with the receiving institution accepting the two-year program credits awarded by Rhodes State as the first two years of the baccalaureate requirements. Generally two additional years of full-time study completes the bachelor's degree.

Faculty

All members of the Business Management faculty have extensive professional job experience. An Advisory Board Committee, consisting of members drawn from local businesses, has input into curriculum development. Members help the faculty and administration keep abreast of recent changes in the marketplace.

For More Information, Contact:

Admissions Office
Rhodes State College
4240 Campus Drive
Lima, OH 45804
Email: enroll@RhodesState.edu
(419) 995-8320

Semester Curriculum*

| Course ID | Course Title | Contact Hours | Credit Hours |
|--------------------------------------|--|-----------------|--------------|
| First Year First Semester | | | |
| COM-1110 | English Composition | 3 | 3 |
| COM-2110 | Public Speaking | 3 | 3 |
| CPT-1250 | Computer Applications in the Workplace | 4 | 3 |
| FIN-1251 | Personal Finance - Module #1 | 1 | 1 |
| MGT-1010 | Principles of Management | 3 | 3 |
| MKT-1450 | Customer Service | 2 | 2 |
| SDE-1010 | First Year Experience | 1 | 1 |
| | | Total 16 | |
| First Year Second Semester | | | |
| COM-1160 | Business Communications | 3 | 3 |
| ECN-1410 | Macro Economics | 3 | 3 |
| MGT-1250 MGT-1260 | Team Building OR Team Leadership | 3 | 3 |
| MTH-1100 | Math of Business | 3 | 3 |
| PSY-1010 | General Psychology | 3 | 3 |
| Elective | Basic/Related Elective (see list below) | 3 | 3 |
| | | Total 18 | |
| Second Year First Semester | | | |
| ACC-1010 | Corporate Accounting Principles | 4 | 4 |
| BUS-2100 | Business Law | 3 | 3 |
| ECN-1430 | Micro Economics | 3 | 3 |
| MGT-1050 | Introduction to Entrepreneurship | 3 | 3 |
| MKT-1010 | Principles of Marketing | 3 | 3 |
| AOT-2640 AOT-2650 | Spreadsheet OR Database Applications | 3 | 2 |
| | | Total 18 | |
| Second Year Second Semester | | | |
| ACC-1020 | Managerial Accounting Principles | 4 | 4 |
| HST-1620 | American History Since 1877 | 3 | 3 |
| MGT-2000 | Human Resource Management | 3 | 3 |
| MGT-2010 | Organizational Behavior | 3 | 3 |
| MGT-2490 | Applications in Bus. Administration | 2 | 2 |
| | | Total 15 | |
| Total Program Credit Hours 67 | | | |

✎ = Portfolio Course ✎ = Capstone Course

*Rhodes State converts to semesters beginning Fall 2012; the quarter curriculum can be found at www.RhodesState.edu

Basic/Related Electives

| | | |
|----------|-----------------------------------|---|
| ACC-1050 | Accounting Software Applications | 2 |
| ACC-2111 | Cost Accounting | 5 |
| FIN-2400 | Corporate Finance | 3 |
| FIN-2500 | Healthcare Finance | 2 |
| MGT-2060 | Employee and Labor Relations | 3 |
| MGT-2130 | Entrepreneurial Business Plan Dev | 3 |
| MGT-2410 | Employee Selection and Placement | 3 |
| MGT-2420 | Compensation | 3 |
| MGT-2430 | Benefits | 3 |
| MGT-2440 | Training and Development | 3 |
| MKT-1500 | Consumer Behavior | 2 |
| MKT-2050 | Business Marketing | 2 |
| MKT-2210 | Comprehensive Sales Techniques | 3 |
| AOT-1070 | Keyboarding/Document Formatting | 5 |
| AOT-1650 | Word Processing Software | 2 |
| RST-1010 | Real Estate Theory and Practice | 3 |
| RST-1100 | Real Estate Law | 3 |

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One Night a Week Business Administration Degree

The One Night a Week Program allows working adult students to stay on the leading edge of the job market and help them complete a Business Administration degree beneficial to career advancement. The degree builds students' skills to become more effective employees, supervisors, managers and leaders. Working adult students develop competencies in management, marketing, interpersonal relations and team building, financial management, information systems, and other areas.

Students begin the One Night a Week Program with a group or cohort of peers and graduate in less than 24 months. Classes meet only one night a week for a four-hour session making it easier for working adults to balance school, work and family responsibilities. The class sequence flows seamlessly and focuses on one class at a time. This degree option has special admissions criteria.

Certificates

Business Administration Certificate

| Course # | Course Title | Credit Hrs. |
|---------------------------|--------------------------------|-------------|
| COM-1110 | English Composition | 3 |
| CPT-1250 | Computer Apps in the Workplace | 3 |
| MGT-1010 | Principles of Management | 3 |
| MGT-1260 | Team Leadership | 3 |
| | OR | |
| MGT-1250 | Team Building | 3 |
| MGT-2000 | Human Resource Management | 3 |
| MKT-1010 | Principles of Marketing | 3 |
| MTH-1100 | Math of Business | 3 |
| Total Credit Hours | | 21 |

Business Management Certificate

| Course # | Course Title | Credit Hrs. |
|---------------------------|---------------------------------|-------------|
| ACC-1010 | Corporate Accounting Principles | 4 |
| COM-1110 | English Composition | 3 |
| COM-1160 | Business Communications | 3 |
| CPT-1250 | Computer Apps in the Workplace | 3 |
| MGT-1010 | Principles of Management | 3 |
| MGT-1250 | Team Building | 3 |
| MGT-2000 | Human Resource Management | 3 |
| MKT-1010 | Principles of Marketing | 3 |
| MTH-1100 | Math of Business | 3 |
| Total Credit Hours | | 28 |

Marketing Certificate

| Course # | Course Title | Credit Hrs. |
|---------------------------|---------------------------------|-------------|
| COM-1110 | English Composition | 3 |
| CPT-1250 | Computer Apps in the Workplace | 3 |
| MGT-1010 | Principles of Management | 3 |
| MKT-1010 | Principles of Marketing | 3 |
| MKT-1500 | Consumer Behavior | 2 |
| MKT-2050 | Business Marketing | 2 |
| MKT-2110 | Advertising and Sales Promotion | 3 |
| MKT-2210 | Comprehensive Sales Techniques | 3 |
| MTH-1100 | Math of Business | 3 |
| Total Credit Hours | | 25 |

Entrepreneurialship Certificate

| Course # | Course Title | Credit Hrs. |
|---------------------------|---|--------------|
| COM-1110 | English Composition | 3 |
| MGT-1050 | Intro to Entrepreneurialship | 3 |
| ACC-1010 | Corporate Accounting Principles | 4 |
| ECN-1430 | Microeconomics | 3 |
| BUS-2100 | Business Law | 3 |
| MGT-1250 | Team Building | 3 |
| MGT-1010 | Principles of Management | 3 |
| MKT-1010 | Principles of Marketing | 3 |
| MGT-2130 | Entrepreneurialship Business Plan Development | 3 |
| MGT-2000 | Human Resource Management | 3 |
| MKT-1450 | Customer Service | 2 |
| ACC-1050 | Quick Books | 2 |
| | OR | |
| MTH-1100 | Math of Business | 3 |
| Total Credit Hours | | 37/38 |

Team Leadership Certificate

| | | |
|---------------------------|--------------------------------|-----------|
| COM-1110 | English Composition | 3 |
| CPT-1250 | Computer Apps in the Workplace | 3 |
| MGT-1010 | Principles of Management | 3 |
| MGT-1250 | Team Building | 3 |
| | OR | |
| MGT-1260 | Team Leadership | 3 |
| MGT-2010 | Organizational Behavior | 3 |
| PSY-1010 | General Psychology | 3 |
| Total Credit Hours | | 18 |

Human Resource Certificate

| | | |
|---------------------------|--------------------------------|-----------|
| COM - 1110 | English Composition | 3 |
| CPT - 1250 | Computer Apps in the Workplace | 3 |
| CPT - 1440 | Internet Usage/Web Page Prog | 1 |
| MGT - 1010 | Principles of Management | 3 |
| MGT - 2440 | Training, Dev and Safety | 4 |
| MGT - 2060 | Employee & Labor Relations | 3 |
| MGT - 2410 | Employee Selection & Placement | 3 |
| MGT - 2430 | Benefits and Compensation | 4 |
| Total Credit Hours | | 24 |

Gainful Employment

See www.RhodesState.edu/GainfulEmployment for additional information.

The Management and Marketing Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Updated 11/2011
Information is subject to change without notice