

Business Administration

Program

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 steppingstone toward attainment of a bachelor's degree.

This program, which explores all facets of business, increases your employment potential. **You 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, you can continue to work full-time while gaining new knowledge to help you advance in your career.









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.

The 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.

Curriculum

Course ID	Course Title	Contact Hours	Credit Hours
First Year Fall Quarter			
COM-111 	English Composition	5	5
CPT-125	Computer Applications in the Workplace	6	4
MGT-125	Team Building OR		
MGT-126	Team Leadership	3	3
SDE-101 	First Year Experience	1	1
		Total 13	
First Year Winter Quarter			
MGT-101 	Principles of Management	5	5
PSY-101 	General Psychology	5	5
MTH-110	Math of Business	5	5
		Total 15	
First Year Spring Quarter			
COM-116	Business Communications	5	5
CPT-144	Introduction to the Internet	2	2
ECN-141	Macro Economics	5	5
OAD-264	Spreadsheets Software and Applications (Excel) OR		
OAD-265	Database Software and Applications (Access)	4	3
		Total 15	
Second Year Fall Quarter			
ACC-101	Corporate Accounting Principles	5	5
ECN-143	Micro Economics	5	5
MKT-101 	Principles of Marketing	5	5
Elective	Basic (Related) (See page 115)	3-5	3-5
		Total 18/20	
Second Year Winter Quarter			
ACC-102 	Managerial Accounting Principles	5	5
BUS-210	Business Law	4	4
MGT-201	Organizational Behavior	5	5
Elective	Technical Studies (See page 115)	3-5	3-5
		Total 17/19	
Second Year Spring Quarter			
MGT-200 	Human Resource Management	5	5
HST-162	American History Since 1877	5	5
MKT-145	Customer Service	3	3
MGT-249 	Applications and Trends in Business Administration	2	2
		Total 15	
Total Program Credit Hours 93-97			

 = Portfolio course

 = Capstone course

For More Information, Contact:

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

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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 Associates 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 Management Certificate

Course #	Course Title	Credit Hrs.
ACC-101	Corporate Accounting Principles	5
COM-111	English Composition	5
COM-116	Business Communications	5
CPT-125	Computer Applications in the Wrkplc	4
CPT-144	Introduction to the Internet	2
MGT-101	Principles of Management	5
MGT-125	Team Building	3
MGT-200	Human Resource Management	5
MKT-101	Principles of Marketing	5
MTH-110	Math of Business	5
Total Credit Hours		44

Marketing Certificate

Course #	Course Title	Credit Hrs.
COM-111	English Composition	5
CPT-125	Computer Applications in the Wrkplc	4
CPT-144	Introduction to the Internet	2
MGT-101	Principles of Management	5
MKT-101	Principles of Marketing	5
MKT-111	Retail Merchandising	5
MKT-150	Consumer Behavior	3
MKT-205	Business Marketing	3
MKT-211	Advertising and Promotion	5
MKT-221	Comprehensive Sales Techniques	5
MTH-110	Math of Business	5
Total Credit Hours		47

Team Leadership Certificate

Course #	Course Title	Credit Hrs.
COM-111	English Composition	5
CPT-125	Computer Applications in the Wrkplc	4
CPT-144	Introduction to the Internet	2
MGT-101	Principles of Management	5
MGT-125	Team Building OR	
MGT-126	Team Leadership	3
MGT-201	Organizational Behavior	5
MKT-221	Comprehensive Sales Techniques	5
PSY-101	General Psychology	5
Total Credit Hours		34

Human Resource Management Certificate

Course #	Course Title	Credit Hrs.
COM-111	English Composition	5
CPT-125	Computer Applications in the Workplace	4
CPT-144	Introduction to the Internet	2
MGT-101	Principles of Management	5
MGT-150	Safety Management for Managers	3
MGT-206	Employee and Labor Relations	5
MGT-241	Employee Selection and Placement	5
MGT-242	Compensation	5
MGT-243	Benefits	5
MGT-244	Training and Development	5
Total Credit Hours		44

Business Administration Certificate (Distance Education Format)

Course #	Course Title	Credit Hrs.
COM-111	English Composition	5
CPT-125	Computer Applications in the Workplace	4
MGT-101	Principles of Management	5
MGT-126	Team Leadership	3
MGT-200	Human Resource Management	5
MKT-101	Principles of Marketing	5
MTH-110	Math of Business	5
Total Credit Hours		32

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