

BUSINESS MANAGEMENT

About the Business Management Program

Learn the skills and knowledge managers need to guide organizations in reaching goals by working with people and resources. The program identifies career goals and assists people who are already in the workforce by providing additional training for career advancement. The program also highlights areas of special interest in management and create an educational plan to develop specialized knowledge in those management areas.

PROGRAM OUTLINE

| COURSE # | COURSE TITLE | CREDITS |
|-------------|---|---------|
| 1010110200 | Introduction to Accounting Students learn to apply debit/credit theory in preparing basic journal entries. Also includes financial statement ratios, bank reconciliations, and payroll. | 1.00 |
| | Competencies | |
| 10101102C00 | Introduction to Accounting Manually process daily and monthly financial transactions. | 1.00 |
| 1010210100 | Introduction to Business Introduction to Business is a high-level overview of the business world. Students will explore how the economy affects business, financial and securities markets and current trends in business. Students will discover different business careers and the skills necessary to gain entry to those careers. At the end of the course, students will formulate a career plan. | 1.00 |
| | Competencies | |
| 10102101C00 | Introduction to Business What is business all about? This class defines the different sectors of business including financial and securities markets and current trends in business. | 1.00 |
| 1010210600 | Business Orientation Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program. | 1.00 |
| | Competencies | |
| 10102106C01 | Business Orientation Business Orientation Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program. | 1.00 |
| 1010210800 | Operations Management Evolution of Management | 1.00 |

| COURSE # | COURSE TITLE | CREDITS |
|------------|--|---------|
| | <p>This class introduces the students to the critical roles managers play in organizations. Students will explore how managers plan, lead, organize and control. Students will explore the origins of management and review major developments in business through the centuries.</p> <p>Competencies</p> | |
| | <p>1010214000 Fundamentals of Tribal Management</p> <p>Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices.</p> | 3.00 |
| 1010210900 | <p>Operations Management Running Effective Operations</p> <p>This class introduces the students to the critical roles managers play in organizations. Students will explore how managers plan, lead, organize and control. Students will explore the origins of management and review major developments in business through the centuries.</p> <p>Competencies</p> | 1.00 |
| | <p>1010214000 Fundamentals of Tribal Management</p> <p>Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices.</p> | 3.00 |
| 1010211100 | <p>Operations Management Global Business</p> <p>This class will cover managing processes within organizations including supply chain management and quality assurance. Managing discrete projects is also covered.</p> <p>Competencies</p> | 1.00 |
| | <p>1010214000 Fundamentals of Tribal Management</p> <p>Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices.</p> | 3.00 |
| 1010211300 | <p>Human Resources Roles and Laws</p> <p>This class reviews the role and importance of Human Resources in organizations. Students will learn about major employment laws and how to ensure that company programs, practices and policies align with those laws.</p> | 1.00 |
| 1010211600 | <p>Human Resources Recruitment</p> <p>This class will cover how to develop job descriptions and competitive salary packages for open positions. Students will create effective recruiting and interview plans so the best candidates will be selected.</p> | 1.00 |
| 1010211800 | <p>Human Resources Employee Evaluation</p> <p>This class covers how to onboard new employees and provide informal and formal feedback. Students will also learn how to mentor and coach employees.</p> | 1.00 |
| 1010212000 | <p>Business Law</p> | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|--|---------|
| | Examines the law and the ways it can impact business operations, including the framework of the court system, contracts, torts, criminal law, business ethics, forms of business organizations, real and personal property. | |
| | Competencies | |
| 10102120C01 | Business Law A The student will learn sources of business law and be exposed to jurisdiction and the adjudication process | 0.50 |
| 10102120C02 | Business Law B In this class, students will learn torts and the process of proving negligence. Intellectual property law including trademarks and patents are also covered. | 0.50 |
| 10102120C03 | Business Law C Students will learn the basic requirements of contracts, how they may be breached and the process of collecting damages in a breach. | 0.50 |
| 10102120C04 | Business Law D The UCC is introduced and the relationship between it and contract law covered. Students will learn obligations and remedies of both seller and buyer. | 0.50 |
| 10102120C05 | Business Law E This class covers typical forms businesses may assume such as sole proprietorship, partnership and corporation along with the advantages and disadvantages of each. | 0.50 |
| 10102120C06 | Business Law F This class will summarize the critical elements of real property, personal property and landlord and tenant relationships. | 0.50 |
| 1010212100 | Customer Service This course is intended to teach learners to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the telephone effectively and efficiently in the world of work, telephone etiquette, messaging, and voice mail. | 1.00 |
| | Competencies | |
| 10102121C00 | Customer Service This course is intended to teach learners to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the telephone effectively and efficiently in the world of work, telephone etiquette, messaging, and voice mail. | 1.00 |
| 1010213100 | Strategic Management | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|--|---------|
| | Strategic management will cover the key concepts, tools and principles of strategy formation and competitive analysis. It will cover the managerial decisions and actions that affect the performance and survival of a business enterprise. Students will learn how to formulate vision and mission statements and conduct SWOT analyses. Ethics and social responsibility and the critical role they play in successful businesses are also covered. | |
| | Competencies | |
| 10102131C01 | Strategic Management A This course introduces the concept of strategic management through case analyses and considers the basic direction and goals of an organization including vision and mission statements. Students will learn the importance of applying strategy throughout the organization. | 1.00 |
| 10102131C02 | Strategic Management B Students will conduct environmental analyses of companies including assessing social, political, technological, economic and global factors to define strengths, weaknesses, opportunities and threats in organizations. Risk management is also addressed. | 1.25 |
| 10102131C03 | Strategic Management C Students will learn how to identify and promote opportunities of organizations to engage in corporate social responsibility activities and the importance and competitive advantage of doing so. | 0.25 |
| 10102131C04 | Strategic Management D This class will cover the importance of ethics and how to apply them in decision-making. Students will explore ethical dilemmas and determine how to deal with them. | 0.50 |
| 1010214500 | Business Finance and Budgeting | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|------------|--|---------|
| | <p>Introductory course in business finance with emphasis on improving business financial performance. Learners will apply the skills necessary to achieve an understanding of the fiscal/monetary aspects of business. Special attention is given to ratio and financial statement analysis, cash budgeting, working capital management, capital budgeting, and the risk-return relationship in business.</p> <p>Competencies</p> | |
| | <p>10102145C01 Business Finance and Budgeting A</p> <p>Students will prepare and analyze financial statements</p> | 1.00 |
| | <p>10102145C02 Business Finance and Budgeting B</p> <p>Students will describe the importance of budgets</p> | 0.50 |
| | <p>10102145C03 Business Finance and Budgeting C</p> <p>Students will make decisions on break even points</p> | 0.50 |
| | <p>10102145C04 Business Finance and Budgeting D</p> <p>Students will analyze working capital and make decisions regarding analysis.</p> | 0.50 |
| | <p>10102145C05 Business Finance and Budgeting E</p> <p>Students will analyze personal finance decisions</p> | 0.50 |
| 1010215200 | <p>Modern Marketing</p> <p>Designed to provide an overview of business marketing as an activity and process for creating, capturing, communicating, delivering, and exchanging offerings that have value for customers and stakeholders. This is developed through an understanding product, pricing, promotion, and distribution.</p> <p>Competencies</p> | 3.00 |
| | <p>10102152C01 Modern Marketing A</p> <p>Students will explore marketing and it's applications for business.</p> | 1.00 |
| | <p>10102152C02 Modern Marketing B</p> <p>Students will create a marketing plan for a business.</p> | 2.00 |
| 1010219200 | Business Internship | 2.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|---|---------|
| | Internships are off-campus experiential learning activities designed for students to earn academic credit by connecting the job experience with the concepts, theories, and ideas learned through their program. Internships are powerful resume builders, offer application of concepts, and expand employable skills. This course is intended to be taken at the end of the student's program. | |
| | Competencies | |
| 1010219300 | Business Capstone Project The purpose of the Capstone activity is to create an opportunity for the student to make connections between the variety of coursework that is part of their degree. This course is an independent study designed by the student under the supervision and guidance of a faculty member. The final assessment will demonstrate competency through one or more of the following: academic or career portfolio, paper, project, presentation, publication, journal, etc. The student should consult with their program advisor or instructor before selecting this course. | 2.00 |
| 1014517000 | Small Business Mentorship Mentorships engage entrepreneurial students one-on-one with a small business owner to learn the process of entrepreneurship and experience small business ownership. This supervised mentorship exposes students to real-world small business situations related to their passion, and helps them develop the knowledge and confidence to be a successful future small business owner. | 2.00 |
| 1010311500 | MS Word Beginning Provides practice in using basic word processing functions and features of MS Word. | 1.00 |
| | Competencies | |
| 10103115C01 | MS Word Beginning Students will apply word processing features to create business documents. | 1.00 |
| 1010312600 | MS Excel Beginning Develops skills in using basic spreadsheet functions of MS Excel for business users. | 1.00 |
| | Competencies | |
| 10103126C01 | MS Excel Beginning Students will apply spreadsheet functions to create business documents. | 1.00 |
| 1010312700 | MS Excel Intermediate | 1.00 |

| COURSE # | COURSE TITLE | CREDITS |
|------------|--|---------|
| | Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Prerequisite: 1010312600 MS Excel Beginning (C or better). | |
| | Competencies | |
| | 10103127C00 MS Excel Intermediate | 1.00 |
| | Students will apply advanced spreadsheet functions to create business documents. Prerequisite: 10103126C01 MS Excel Beginning (B or better). | |
| 1010314100 | MS Powerpoint Beginning | 1.00 |
| | Develops skills in using basic graphics, layout, and slide show features to produce professional-looking presentations. | |
| | Competencies | |
| | 10103141C00 MS PowerPoint Beginning | 1.00 |
| | Students will apply presentation functions to create business presentations. | |
| 1010315500 | QuickBooks Basics | 1.00 |
| | Students will process routine accounting transactions for service industry including company setup. | |
| | Competencies | |
| | 10103155C00 QuickBooks Basics | 1.00 |
| | Students will process routine accounting transactions for service industry including company setup. | |
| 1010413100 | Digital Marketing Strategies and Skills | 3.00 |
| | Develop knowledge, skills, strategies, and tools for digital marketing needed to target and draw customers using the internet. Acquire skill in using "Key Words" and phrases to increase visitor traffic to websites, social media, and mobile platforms. Use digital strategies to integrate marketing communications. Learn and use digital marketing statistics including the latest Search Engine Optimization (SEO) and Internet Analytic Tools from Google Analytics as well as Facebook and WordPress. Explore Customer Relationship Management (CRM) Software and digital prospecting for sales leads with data base tools like Salesforce and LinkedIn. Google Analytics, Facebook, WordPress, Salesforce, and LinkedIn are registered trademarks. | |
| | Competencies | |
| | 10104131C03 Digital Marketing Strategies and Skills A | 2.00 |
| | Students will acquire foundational knowledge about digital marketing strategies. | |
| | 10104131C04 Digital Marketing Strategies and Skills B | 1.00 |
| | Students will develop a Search Engine Optimization (SEO) strategy to improve an organization's ranking on a search engine results page (SERP). | |
| 1014516300 | Entrepreneurship | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|--|---------|
| | Students apply the key elements of successful entrepreneurship to business scenarios. Students create a business plan for a new business. | |
| | Competencies | |
| 10145163C01 | Entrepreneurship A Students examine the key elements of successful entrepreneurship. | 1.00 |
| 10145163C02 | Entrepreneurship B Students create and present a business plan. | 2.00 |
| 1019613000 | Leadership I Leadership I introduces students to the difference between managers and leaders and discusses leadership best practices. Students will conduct a self-assessment of their leadership style so they may leverage strengths and put together a plan to address opportunities. Students discover the basic tenets of an effective workplace and a leader's role in implementing them. | 3.00 |
| | Competencies | |
| 10196130C01 | Leadership 1 A Students will learn definition of leadership and explore leadership theories and how to differentiate between a manager and a leader. How to make a successful transition to leadership from staff positions is covered. | 1.00 |
| 10196130C02 | Leadership 1 B Through self-assessment and reflection, students will assess their leadership skills, level of emotional intelligence and communication preferences. Students will create action plans to leverage and strengthen these skills. | 1.00 |
| 10196130C03 | Leadership 1 C A leader's role is to create the optimal workplace. This class will cover what components are key to a great workplace and learn how to improve corporate culture. | 1.00 |
| 1019615500 | Leadership 2 | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|---|---------|
| | Leadership II provides practical tips and practice in leading others including managing change, driving team performance, resolving conflict and developing employees. Case studies afford the student opportunities to practice these leadership skills. | |
| | Competencies | |
| 1010214200 | Tribal Supervisory Management Develops an understanding of management theories and practical techniques for first-line supervisors. Teaches personal, interpersonal, technical, and administrative skills required of successful supervisors. Applies general supervision issues to a Native American tribal environment. | 3.00 |
| 10196155C01 | Leadership 2 A Students will learn why people resist change and strategies to make change happen effectively. | 0.50 |
| 10196155C02 | Leadership 2 B Helping your team succeed is one of the tenets of leadership. This class will cover setting expectations for your team, motivating others, providing feedback and resolving conflict. | 2.00 |
| 10196155C03 | Leadership 2 C Students will learn how to coach and mentor employees. Students will create coaching action plans. | 0.50 |
| 1080119500 | Written Communication Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. | 3.00 |
| | Competencies | |
| 10801195C00 | Written Communication Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. | 3.00 |
| 2080121900 | English Composition I Develops expository writing and critical thinking skills, including clarity, concision, concreteness, and completeness of expression, supported by reasoning, organization, and language conventions. | 3.00 |
| 1080119600 | Oral Interpersonal Communication | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|---|---------|
| | Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. | |
| | Competencies | |
| 10801196C00 | Oral Interpersonal Communication Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. | 3.00 |
| 2081020100 | Fundamentals of Speech Examines theory and process of communication, the role of speech in self-development, the art of persuasion, topic selection, the use of research-based evidence, and audience analysis. Includes organizing speech content, speech delivery, and critique via presentation of informative and persuasive speeches and development of effective extemporaneous speaking style. Students gain self-confidence, proficiency, and poise. | 3.00 |
| 1080119700 | Technical Reporting Teaches preparation and presentation of written, oral, and multi-media technical reports. Prerequisite: 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better). | 3.00 |
| | Competencies | |
| 10801197C00 | Technical Reporting Teaches preparation and presentation of written, oral, and multi-media technical reports. Prerequisite: 10801195C00 Written Communication (C or better). | 3.00 |
| 2080122300 | English Composition II Advances composition skills, emphasizing well-reasoned argumentative research papers. Prerequisite: 2080121900 English Composition I (D- or better) or 1080119500 Written Communication (B or better). | 3.00 |
| 1080413400 | Mathematical Reasoning | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|--|---------|
| | <p>An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Prerequisite: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score ≥ 35 or UW Math Placement Basic Math Skills score ≥ 250 or ACT Mathematics score ≥ 18 or Tailwind Math College Math Fund score ≥ 16.</p> | |
| | Competencies | |
| 10804134C00 | Mathematical Reasoning | 3.00 |
| | <p>An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Prerequisite: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score ≥ 35 or UW Math Placement Basic Math Skills score ≥ 250 or ACT Mathematics score ≥ 18 or Tailwind Math College Math Fund score ≥ 16.</p> | |
| 2080422000 | Intermediate Algebra | 4.00 |
| | <p>Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Prerequisites: 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math Skills score ≥ 365 and UW Math Placement Algebra score ≥ 300) or 1080413400 Mathematical Reasoning (C or better) or ACT Mathematics score ≥ 20 or Tailwind Math College Math Fund score ≥ 47.</p> | |
| 1080919500 | Economics | 3.00 |

| COURSE # | COURSE TITLE | CREDITS |
|-------------|---|---------|
| | <p>With a focus on contemporary issues, this introductory course covers cost-benefit analysis, economics systems of the world, globalization, supply and demand, market structures, the labor market, economic growth, unemployment, inflation, business cycles, money, and government economic policy. The course strives to help students improve their individual and household decision-making, understand business decision-making, comprehend the current national and international economic issues and policies, and critically evaluate government response to economic concerns.</p> <p>Competencies</p> | |
| 10809195C00 | <p>Economics</p> <p>This course is designed to give 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 system, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.</p> | 3.00 |
| 2080928700 | <p>Principles of Macroeconomics</p> <p>This beginning course focuses on the economy as a whole and how it affects individuals and businesses. With an emphasis on contemporary issues, the course covers the essentials of the market system, alternative economic systems, macroeconomic indicators including GDP, employment, and inflation, business cycles, the money and banking system, fiscal and monetary policy, international trade, and the economic issues of developing nations. The goal of the course is to help students understand current national and international economic issues and the impacts of government economic policies both within our own nation and abroad.</p> | 3.00 |
| 1080919900 | <p>Psychology of Human Relations</p> <p>Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes.</p> <p>Competencies</p> | 3.00 |
| 10809199C00 | <p>Psychology of Human Relations</p> <p>Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes.</p> | 3.00 |
| 2080925100 | <p>Introduction to Psychology</p> <p>Surveys the methods, principles, and theories of psychology as they are applied to understanding, predicting, and modifying human behavior. Essential theoretical perspectives, including cognitive, humanistic, socio-cultural, psychodynamic, learning, and biological/evolutionary inform an understanding of key topics in psychology, among which may include the brain and behavior, development, emotion, memory, motivation, personality, psychological disorders, sensation and perception, thinking, and intelligence. Upon completion, students will be well prepared for more advanced study in the field of contemporary psychology.</p> | 3.00 |
| 1089010300 | <p>Professional Career Management</p> | 1.00 |

| COURSE # | COURSE TITLE | CREDITS |
|---------------------|---|---------|
| | Students develop an individualized, results-oriented job search strategy and research less well-known employment sources to access the "hidden job market." Emphasis is on creating personalized career search documents that get noticed, interviewing effectively in a variety of situations, and projecting a professional image-during both the job search and the first days and weeks on the new job. | |
| Competencies | | |
| 10890103C01 | Professional Career Management | 1.00 |
| | Students will develop a job search strategy that is results oriented by accessing the "hidden" job market, creating personalized career search documents that get noticed, interviewing effectively in a variety of situations, and projecting a professional image during both the job search and at a new job. | |

Total Credits:

60.00

Talk with an Academic Advisor about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

AT A GLANCE

How You'll Learn



100% ONLINE MULTIPLE START DATES OPTIONAL LAB SUPPORT

2021 Start Dates

| | | |
|------------|--------|-------------|
| January 6 | May 7 | September 1 |
| February 1 | June 7 | October 4 |
| March 1 | July 5 | November 1 |

2022 Start Dates

| | | |
|------------|---------|---------|
| January 5 | March 1 | June 6 |
| February 7 | May 2 | July 11 |

[VIEW FULL ACADEMIC CALENDAR](#)

Approximate Cost

\$9,010*

Financial Aid Eligible

*Based on 10-level courses—materials, books, and fees may be additional

What You'll Learn

- Plan the operations 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.

Your Potential Careers

- Line supervisor
- Department manager
- Program manager
- Business owner

Median Annual Salary

| | | |
|----------|----------|----------|
| \$47,814 | \$58,385 | \$59,781 |
| Local | State | National |

EMSI 2020.1

Get Started

Your application can be submitted online, it takes just a few minutes to complete.

[APPLY NOW](#)