

Business Management Program of Study

Students wishing to complete the Business Management program of study are required to take the four courses listed below. Students may enroll in a business course at the College of Southern Maryland instead of completing the Capstone Course.

Principles of Business Administration and Management - 5000

Program Description: Principles of Business Administration and Management is the introductory course in all four business pathways. It is also the course that is a pre-requisite for Advanced Business Management, Course No. 5160, and the Management Capstone course, which are the two courses required to complete the CCPS **Management** pathway. The Management Pathway is designed to prepare students for Business Administration and Management studies in college. **Business Administration and Management is the No. 1 College major in the United States.** Students will have the opportunity to take the CLEP exam in *Principles of Management*. If students obtain the required score, they may earn 3 college credits.

Students Will Learn:

- The roles and work of managers.
- The historical development of management.
- Major management theorists and theories.
- Effective supervision.
- The importance of leadership.
- The planning function.
- The organizing function.
- The implementing function.
- The controlling function.
- The social and ethical environment of business.
- Economic environment of business.
- International environment of business.
- The forms of business ownership.

- Legal aspects of managing a business.
- Technology and information management.
- Business communications.

Principles of Accounting - 5050

1. Recognize and define basic accounting principles, concepts, and terminology using Generally Accepted Accounting Principles (GAAP) as it applies to assets, liabilities, and owner's equity.
2. Explain the forms of businesses and the purpose of all steps of the accounting cycle for the different types of business entities.
3. Apply basic accounting principles to analyze and record financial transactions for a sole proprietorship.
4. Generate financial statements for different types of business operations and ownership structures.
5. Use Microsoft Excel and other software for simple accounting.
6. Apply internal controls to maintain and protect cash within the organization, including accurately preparing checks, deposits slips and bank reconciliations.
7. Assess the financial condition and operating results of a company by analyzing and interpreting balance sheets, income statements, and other information to make informed business decisions.
8. Discuss ethical and legal issues in business and accounting such as the Federal Sentencing Guidelines for Organizations (FSGO) and the Sarbannes Oxley Act (SOX).
9. Discuss careers in accounting and identify the role that accountants play in business and society.

Advanced Business Management - 5160

Program Description: Advanced Business Management is the second course in the Business Management Pathway. Course No. 5000 is a pre-requisite to take this course. This course is a pre-requisite for the Management Capstone course, the final course in the pathway. The Management Pathway is designed to prepare students for Business Administration and Management studies in college.

Business Administration and Management is the No. 1 College major in the United States. Students will have the opportunity to take the CLEP exam in *Principles of Management* at the end of this course or during the Management Capstone course. If students obtain the required score on the CLEP exam, they may earn 3 college credits.

Students Will Learn:

- Advanced management theories.
- Roles and work descriptions of all levels of managers.
- General and specific environments.
- Review of the four major management functions: planning, organizing, leading and controlling.
- How to deal with changing environments.
- Organizational cultures.
- Types of workplace deviance.
- Ethical issues in management.
- Social responsibility issues of management.
- Decision making techniques.
- Job design and management.
- Internal and external organizational processes.
- Work team development and management.
- All aspects of human resource management.
- Motivation theories.
- Leadership aspects of management.
- Contingency theories.

Business Capstone – Management – 5167

The Capstone course will provide instruction on managing projects, creating business plans, conducting research, and utilizing electronic tools. Students will then personally design an independently conducted activity, or Capstone project, that enables them to further their expertise of business management. This Capstone project offers an opportunity to think critically about a subject of interest while demonstrating mastery and application of the skills and knowledge within a particular content area. The course culminates with a presentation of the students' Capstone projects.

This course prepares students to pass the College Board's CLEP (College Level Examination Program) exam in Principles of Management. The CLEP exam is recognized by close to 3,000 colleges and universities nationwide. Students earn three college credits by passing this exam. The College of Southern Maryland (CSM) provides access to the CLEP exams. There is a fee required to take this exam at CSM. More information is available about the CLEP exam at www.collegeboard.org/clep.

