

# ADULT DEGREE PROGRAM (ADP)



**Business Administration A.A.S.  
FALL 2019  
WEDNESDAY EVENING COHORT  
UTICA CAMPUS - 6:00pm to 10:00pm**

**Dates displayed are for class meetings only. This is a hybrid program that requires additional work online.  
Actual end dates of classes are not displayed.**

FALL 2019		Credits						
Orientation		8/14/19						
CF 100 - College Seminar	1	8/21/19	8/28/19					
IS 101 - Computers & Society	3	9/4/19	9/11/19	9/18/19	9/25/19	10/2/19		
BM 100 - Introduction to Business	3	10/9/19	10/16/19	10/23/19	10/30/19	11/6/19		
EN101 - English 1: Composition	3	11/13/19	11/20/19	11/27/19	12/4/19	12/11/19	12/18/19	
	10	Total Credits					<b>Break from 12/22/19 to 1/07/20</b>	

SPRING 2020		Credits						
AC 131 - Business Law	3	1/8/20	1/15/20	1/22/20	1/29/20	2/5/20		
EN 102 - English 2: Ideas & Values in Lit.	3	2/12/20	2/19/20	2/26/20	3/4/20	3/11/20		
BM 120 - Principles of Marketing	3	3/18/20	3/25/20	4/1/20	4/8/20	4/15/20		
BM 251 - Organizational Behavior	3	4/22/20	4/29/20	5/6/20	5/13/20	5/20/20		
MA 110 - Elementary Statistics	3	5/27/20	6/3/20	6/10/20	6/17/20	6/24/20		
	15	Total Credits					<b>Break from 6/28/20 to 8/04/20</b>	

FALL 2020		Credits						
AC 115 - Financial Accounting	3	8/5/20	8/12/20	8/19/20	8/26/20	9/2/20	9/9/20	
AC 116 - Managerial Accounting	3	9/16/20	9/23/20	9/30/20	10/7/20	10/14/20	10/21/20	
BM 254 - Human Resources Management	3	10/28/20	11/4/20	11/11/20	11/18/20	11/25/20		
EN 150 - Effective Speech	3	12/2/20	12/9/20	12/16/20	12/23/20	12/30/20	1/6/21	
	12	Total Credits						

SPRING 2021		Credits						
BM 115 - Principles of Macroeconomics	3	1/13/21	1/20/21	1/27/21	2/3/21	2/10/21		
BM 110 - Principles of Microeconomics	3	2/17/21	2/24/21	3/3/21	3/10/21	3/17/21		
Social Science	3	3/24/21	3/31/21	4/7/21	4/14/21	4/21/21		
BM 108 - Personal Finance	3	4/28/21	5/5/21	5/12/21	5/19/21	5/26/21		
PE 172 - Health and Wellness	2	6/2/21	6/9/21	6/16/21	6/23/21			
	14	Total Credits					<b>Break from 6/27/21 to 8/3/21</b>	

Fall 2021		Credits						
IS 200 - Spreadsheet Concepts & App	3	8/4/21	8/11/21	8/18/21	8/25/21	9/1/21		
Natural Science	4	9/8/21	9/15/21	9/22/2021	9/29/21	10/6/21	10/13/21 10/20/21 10/27/21	
BM 150 - Principles of Entrepreneurship	3	11/3/21	11/10/21	11/17/21	11/24/21	12/1/21	12/8/21	
	10	Total Credits					<b>DENOTES NO CLASS HELD</b>	

Approved 3/26/19

MVCC reserves the right to adjust courses, schedules, and course sequences as needed.

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## **AC 115: Financial Accounting**

**3 credits**

This course is the first of a sequence that explores fundamental accounting principles, concepts, and practices as a basis for the preparation, understanding, and interpretation of accounting information. It covers the complete accounting cycle for service and merchandising businesses through the adjustment and closing of the books and the preparation of the income statement, the statement of owner equity, and the balance sheet. The details of accounting for cash, receivables, inventory, long-lived assets, and current liabilities are investigated.

## **AC 116: Managerial Accounting**

**3 credits**

This course is the second of a sequence that explores fundamental accounting principles, concepts, and practices as a basis for the preparation, understanding, and interpretation of accounting information. It covers corporate equity (including the statement of retained earnings), long-term debt, time-value concepts, capital budgeting, cost-volume-profit analysis, and financial statement analysis. Prerequisite: AC115 Financial Accounting.

## **AC 131: Business Law 1**

**3 credits**

This basic law course investigates the application of law to societal and business relationships through a study of the concept of commercial law and its sources, the law of contracts, the law of sales, and the law of negotiable instruments. Lecture, class discussion, and case study comprise the primary methods of instruction. In the effort to develop awareness of the logic and application of the law.

## **BM 100: Introduction to Business**

**3 credits**

This course presents the relationships among social, political, economic, legal, and environmental forces, and the development and operation of business in a global economy. It includes an overview of the concepts and principles of the various subfields of business accounting, management, finance, marketing, law, ethics, human resources, and general business as well as current topics of interest, and internet research and simulation exercises.

## **BM 108: Personal Finance**

**3 credits**

This course teaches the fundamentals of personal finance through the creation of a financial plan, management of personal finances, and reaching personal financial goals. Topics include the establishment of financial objectives (home ownership, education, and retirement), budgeting and savings, personal income tax, investments (stocks, bonds, and mutual funds), retirement, and estate planning. The effective use of and management of credit is covered.

## **BM 110: Principles of Microeconomics**

**3 credits**

This course studies the behavior of the individual and firm in allocating resources in a market system under various the degrees of competition. Topics include the nature of economics, scarcity choice, market pricing and applications, theory of consumer choice, business cost measurement, forms of competition, antitrust and regulations of business, factor pricing, externalities, and pollution. Poverty-income distribution, labor economics, or agricultural economics may also be discussed.

## **BM 115: Principles of Macroeconomics**

**3 credits**

This course studies the theory and operation of the economy and how government attempts to achieve domestic and international economic goals using monetary and fiscal policies. Topics include are: the nature of economics, the economizing problem, capitalism and the circular-flow, overview of the public sector, measuring output and income, macroeconomic instability, aggregate demand and supply, Keynesian employment theory, fiscal policy and its applications, money, banking, and monetary policy applications, and international trade and finance.

## **BM 120: Principles of Marketing**

**3 credits**

This course emphasizes the basic practices, concepts, and activities involved in developing a successful marketing program. Topics include buyer behavior, market identification, product development, distribution, promotion, pricing, and the uncontrollable factors (economic, social, political, legal and technological) involved in the changing marketing environment of today.

## **BM150: Principles of Entrepreneurship**

**3 credits**

This course is designed to provide a basic understanding of entrepreneurship and the challenges of starting and operating a small business. Emphasis is placed on creating and successfully leading a business entity by developing a sustainable competitive advantage. Topics include self-assessment, planning, decision-making, legal forms of business, identifying and leveraging business opportunities, capital formation, start-up issues, the need for social responsibility and ethics, and how to develop long-term relationships with customers, suppliers, and employers. A major course requirement is the presentation of a realistic business plan.

## **BM 251: Organizational Behavior**

**3 credits**

This course is the study of how individuals and groups act in organizations. It explores a systems approach in developing organizational and human resource objectives, as well as a holistic approach in examining relations among groups, individuals, and systems as they relate to the organization.

## **BM 254: Human Resources Management**

**3 credits**

This course introduces the functions involved with managing the human resources within an organization. Topics include job design and analysis, recruitment and selection, performance appraisals, training, compensation administration, benefits, and employee rights.

## **CF 100: College Seminar**

**1 credit**

This course is an opportunity for students to develop the skills necessary to be successful in college. Students learn the importance of the faculty-student and advisor-advisee relationship, develop time management techniques, apply effective study skill techniques, recognize the implications of living in a diverse society, utilize college resources, and explore career and transfer requirements. Collaborative projects are included. Students matriculated in a degree program must take this course in their first term of study.

## **EN 101: English 1: Composition**

**3 credits**

This course focuses on several kinds of writing-self-expressive, informative, and argumentative/persuasive, and others. A minimum of five essay compositions are required. The course emphasizes the composition of clear, correct, and effective prose required in a variety of professions and occupations. Prerequisites: The required developmental reading (DS051 Essential Reading & Study Skills, or SL115 ESL4: Advanced Reading, and/or writing courses (EN099 Introduction to College English or SL116 ESL4: Advanced Composition) or permission of the instructor or designee.

## **EN 102: English 2: Ideas & Values Literature**

**3 credits**

This course encourages a deeper understanding of human nature and the human condition through the study of ideas and values expressed in imaginative literature. Emphasis is placed on the use and development of critical thinking and language skills. Library-oriented research is required. Prerequisite: EN101 English 1: Composition

## **EN 150: Effective Speech**

**3 credits**

This course is an introduction to public speaking. It emphasizes the fundamentals of preparing, organizing, supporting, and delivering the speech based on factual material. It includes topic selection, audience analysis, fact vs. opinion, outlining, supporting material, and visual support. Informative, demonstrative, and persuasive speeches are presented. Elements of interpersonal communication, logic, and persuasion are discussed. Prerequisite: EN101 English 1: Composition

## **IS 101 Computers and Society**

**3 credits**

This course provides knowledge of relevant computer skills and a solid foundation in the terminology and concepts of computer technology. Experience is provided with a variety of microcomputer software applications, including word processing, electronic spreadsheets, graphics, file management, and integrated software. Concepts and terms focus on preparing for a technologically oriented society and using the computer as a tool for productivity, research, and communication.

## **IS 200: Spreadsheet Concepts & Applications**

**3 credits**

This course expands the knowledge of those already familiar with the basic elements of electronic spreadsheets. It examines the various uses for a spreadsheet in business. Intermediate and advanced spreadsheet techniques are examined, including the power of functions, formatting, analytical graphics, and macros. Prerequisites: IS101 Computers and Society and a Mathematics Placement test result appropriate for MA115 Intermediate Mathematics, or completion of MA091 Basic Math Skills

## **MA 110: Elementary Statistics**

**4 credits**

This course introduces probability and statistics. Topics include graphs, tables, frequency distributions, measure of central tendency and dispersion, normal distribution, correlation and regression, probability, and inferential statistics. This course is available in two formats: lecture only or lecture plus laboratory using technology. Prerequisite: An appropriate placement test result or MA 090 Essential Math Skills or equivalent.

## **Natural Science**

**4 credits**

Course to be determined by the Business, Information and Social Science Center at a later date.

## **PE 172: Health & Wellness**

**2 credits**

This course assists in making intelligent health-conscious decisions through topics such as wellness, aging, sexuality, drugs and alcohol, and communicable diseases. It introduces activities and skills for leading healthy lifestyles including fitness assessment, weight management, and exercise.

## **Social Science**

**3 credits**

Course to be determined by the Business, Information and Social Science Center at a later date.