

# Adult Degree Programs

## Business Management

To meet challenges of the global business environment of the 21<sup>st</sup> century, the management professional of the future requires not only a high degree of professional competence in the technical aspects of management, but also a broad grasp of social, human, cultural, and political values. The Business Management major provides students with the basic concepts and tools for careers in public or private, for-profit or not-for-profit organizations. More specifically, students learn to analyze, plan, organize, lead, and control the work of others so that the organization will achieve its goals.

Students completing the Bachelor of Science degree in Business Management should be in a position to start or acquire their own business or provide valuable administrative leadership and management skills to the businesses in which they already work. Guilford College prides itself on hiring faculty with strong business management experience to augment well-grounded academic material. This makes the program particularly distinctive, because it represents a strong professional program, effectively integrated with the more traditional liberal arts that provides students with important marketable and life-long learning skills.

### The Degree Program

The Bachelor of Science degree is offered in Business Management.

### Related Major Skills

- leadership
- critical thinking
- problem solving
- sound decision-making techniques
- oral and written communication
- project management
- computer literacy
- flexibility
- team building
- directing activities and staff
- cross-cultural skills
- interpersonal skills
- ability to analyze and interpret data
- sales knowledge
- diversity training
- international perspective

### Required Courses

The major consists of a minimum of 12 courses (48 credit hours) as specified below:

- **Eight (8) required Business Management courses:**

- BUS 215: Business Law
- BUS 241: Computers and Management
- BUS 249: Principles of Management
- BUS 324: Principles of Marketing
- BUS 332: Financial Management
- BUS 449: Policy Formulation and Strategy
- ACCT 311: Cost Accounting
- One (1) Business elective at the 300 or 400 level

- **Four (4) Common Body of Knowledge courses:**

- ACCT 201: Introduction to Accounting
- ECON 221: Macroeconomic Principles
- ECON 222: Microeconomic Principles
- MATH 112: Elementary Statistics or MATH 121: Calculus I

## Possible Career Choices

Look at what some of our graduates are doing:

account executive	health services/hospital administrator	mortgage loan officer
bank manager	hotel manager	museum director
budget officer	human resources manager	music management director
communications officer	industrial relations director	occupational analyst
compensation manager	international business manager	operations manager
credit analyst	job analyst	payroll manager
credit and collections manager	labor relations manager	public utilities manager
employment counselor	management analyst	quality control auditor
entertainment agent	manufacturing supervisor	retail sales manager
financial analyst	market research analyst	securities trader
government services administrator	marketing director	stock broker
transport director		

## Faculty

**Richard Hackworth**, Assistant Professor, Chair; rhackwor@guilford.edu

**Peter B. Bobko**, Associate Professor

**Betty T. Kane**, Assistant Professor

**Deena Burris**, Assistant Professor

**Vickie Foust**, Visiting Instructor

**Mini Ranganathan**, Visiting Lecturer

**Ernest Green**, Visiting Lecturer

## Why Enroll in Guilford College's Adult Degree Programs?

- least complicated and lowest cost application
- most convenient location on W. Friendly Ave. with easy access from I-40, Bryan Boulevard, and Rtes. 29 & 68
- most convenient schedule (full-time, 2 nights a week or Saturdays only)
- lowest total cost full-time adult degree programs
- transfer credits never expire
- evening-only programs
- unique adult-specific services and personal attention
- dedicated, highly qualified faculty

## Degree Programs Offered

Accounting <sup>1</sup>	Environmental Studies <sup>3</sup>	Philosophy
African American Studies <sup>3</sup>	Exercise and Sports Studies	Peace and Conflict Studies <sup>3</sup>
Art	Forensic Accounting <sup>1</sup>	Physics
Biology	Forensic Biology <sup>1</sup>	Political Science <sup>1</sup>
Business Management <sup>1</sup>	French	Psychology <sup>1</sup>
Chemistry	Geology and Earth Sciences	Religious Studies
Community and Justice Studies <sup>1</sup>	German	Sociology/Anthropology
Computer Information Systems <sup>1</sup>	German Studies	Spanish
Computing and Information Technology <sup>1</sup>	Health Sciences <sup>3</sup>	Sport Management
Criminal Justice <sup>1</sup>	History <sup>1</sup>	Sports Medicine
Economics	Integrative Studies	Theatre Studies
Education Studies <sup>2, 3</sup>	International Studies	Women's Studies <sup>3</sup>
English	Mathematics	
	Music	

<sup>1</sup> Programs can be completed entirely at night.

<sup>2</sup> Internship/student teaching must be completed in the daytime.

<sup>3</sup> Requires a second disciplinary major.