

# HONDROS

COLLEGE OF BUSINESS



**2023-2024**  
**Hondros College of Business**  
**STUDENT CATALOG**  
**Addendum #2**

**Effective 12/20/2023**

**Addendum Legend:**

Strikethrough (~~Strikethrough~~) = deleted information

Underline = new information

Addendum is available on the college LMS, Schoology and on the college [website](#).

SIGNATURE: Stacie K. Lunn DATE: 12/20/2023

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PG 38

### PROGRAM CURRICULUM\*

Associate Degree of Applied Business (AAB) in Business Management		
General Requirements: 25 Quarter Credit Hours Required		
Course #	Course	Quarter Credits
COMM 110	Business Communication Skills	3.0
ENG100	English Composition	4.0
PSY 100	Introduction to Psychology	4.0
SOC 150	Introduction to Sociology	4.0
SPH 100	Effective Speaking	3.0
MATH112	Business Math	3.0
COMM112	Critical Reasoning Skills	4.0
Core Requirements: 47 Quarter Credit Hours Required		
Course #	Course	Quarter Credits
COMM101	Skills Assessment & Professional Development	2.0
<b>BLAW110</b>	<b>Business Law</b>	<b>3.0</b>
BLAW150 **	Business Law	3.0
BUS100	Fundamentals of Business & Management	4.0
<b>ECON110</b>	<b>Business Economics</b>	<b>3.0</b>
ECON150 **	Business Economics	3.0
<b>FMGT110</b>	<b>Financial Management</b>	<b>3.0</b>
FMGT150 **	Financial Management	3.0
<b>HRM110</b>	<b>Human Resource Management</b>	<b>3.0</b>
HRM150 **	Human Resource Management	3.0
COMP101	Introduction to Business Technology	4.0
ACCT101	Accounting I	4.0
ACCT102	Accounting II	4.0
SLS100	Fundamentals of Customer Service	3.0
SLS120	Negotiating Skills	4.0
MKTG100	Fundamentals of Marketing	4.0
BUS201	Business Ethics	3.0
MGT204	Leadership	3.0
Elective Requirements: 18 Quarter Credit Hours Required		
Course #	Course	Quarter Credits
FMGT120	Financial Risk Management	3.0
BUS210	Consumer Behavior	3.0
MGT214	Organizational Behavior	3.0
MGT216	Entrepreneurship & Small Business	3.0
MGT218	Project Management	3.0
SLS200	Fundamentals of Sales	3.0
RE115	Real Estate Principles	4.0
RE125	Real Estate Law	4.0
RE135	Real Estate Finance	2.0
RE145	Real Estate Appraisal	2.0
RE212	Real Estate Brokerage and Office Management	3.0
RE243	Residential Property Management	3.0
RE250	Real Estate Investment	3.0
RE260	Real Estate Sales	3.0
RE235	Real Estate Finance	3.0
RE225	Real Estate Law	3.0
Total Quarter Credit Hours Required:		90

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### COURSE DESCRIPTIONS

#### Explanation of Course Numbering System

The College utilizes course prefixes, typically abbreviations or truncations of the actual course subject name, for all credit courses (i.e., Psychology is noted as PSY).

- *100 level: These courses are entry level or first year courses as related to their subject matter.*
- 200 level: These courses are second year or advanced level as related to their subject matter.

#### ACCT 101 - Accounting I, 4.0 Credit Hours

Basic components of accounting are presented. General concepts and principles are integrated with examples of daily application and use in the office. Special attention will be paid to bank procedures, payroll, general bookkeeping procedures and customer service.

#### ACCT 102 - Accounting II, 4.0 Credit Hours

Accounting II expands on what the student learns in Accounting I. It is focused on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in- depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined. Prerequisite: Accounting I (ACCT 101).

#### ~~BLAW 110 – Business Law, 3.0 Credit Hours~~

~~This course presents an overview of the legal aspects of business with an emphasis on law and related issues. Special attention will be paid to contract law, agency, and governmental regulations. Case studies are used.~~

#### BLAW 150 – Business Law, 3.0 Credit Hours

This course presents an overview of the legal aspects of business with an emphasis on law and related issues. Special attention will be paid to contract law, agency, and governmental regulations. Case studies are used. This is a self-paced course.

#### BUS 100 - Fundamentals of Business & Management, 4.0 Credit Hours

This course presents a preliminary study into many areas of business, including marketing, management principles, finance, personnel, and the global marketplace. Students will also evaluate how technology and ethics influences business strategy and business decision making. A variety of business, management philosophies, and business structures will be explored.

#### BUS 201 - Business Ethics, 3.0 Credit Hours

This course provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, and deontology. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination, and ethics in marketing and advertising. Corporate social responsibility is also examined, as are the topics of environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization.

#### BUS 210 - Consumer Behavior, 3.0 Credit Hours

This course takes a strategic look at consumer behavior to guide successful marketing activities. The Wheel of Consumer Analysis is the organizing factor in this course. The four major parts of the wheel are consumer affect and cognition, consumer behavior, consumer environment, and marketing strategy. Each of these components is the topic of one of the four major sections covered.

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### **COMM 101 - Skills Assessment & Professional Development, 2.0 Credit Hours**

Through the use of assessment tools and self-reflection, students will identify their areas of strength and challenges in interpersonal skills such as communication, listening and giving feedback. Students will break down the employment process from the job-seekers perspective through the development of a cover letter, resume and mock interview.

### **COMM 110 - Business Communication Skills, 3.0 Credit Hours**

This course is directed toward the development of strong communication practices appropriate to business. Emphasis is placed on variables affecting individual development and communication style. Impromptu and formal speaking may be required and the development of listening and writing skills is expected.

### **COMM 112 - Critical Reasoning Skills, 4.0 Credit Hours**

This course is directed toward the development of strong communication and oral interaction appropriate to business. Emphasis is placed on developing critical and analytical thinking skills and communication styles. Activities include a critical review of materials and class discussion.

### **COMP101 - Introduction to Business Technology, 4.0 Credit Hours**

This series of courses introduces the user to the basic applications of Microsoft Windows, MS Word, Excel, and PowerPoint programs ideal for every person's personal and professional growth. Basic operations, spreadsheets, and word processing will be covered.

### **~~ECON 110 - Business Economics, 3.0 Credit Hours~~**

~~This course introduces students to the basic economic system of the United States, discussing the roles of the different driving forces in the economy. Topics include market economy, interest rates, macroeconomics, industry finance, and secondary markets.~~

### **ECON 150 - Business Economics, 3.0 Credit Hours**

This course introduces students to the basic economic system of the United States, discussing the roles of the different driving forces in the economy. Topics include market economy, interest rates, macroeconomics, industry finance, and secondary markets. This is a self-paced course.

### **ENG 100 - English Composition, 4.0 Credit Hours**

The fundamentals of the writing process will be explored from pre-writing through editing. Basic grammar and writing skills will be employed to develop a variety of professional and comprehensive formats.

### **~~FMGT 110 - Financial Management, 3.0 Credit Hours~~**

~~This course introduces the student to the principles of financial management of business firms. Covered are financial statement analysis, ratio analysis, financial planning, working capital management, financial leverage, and capital budgeting.~~

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### **FMGT 120 - Financial Risk Management, 3.0 Credit Hours**

This course introduces students to the general concepts of risk identification and management, as well as modern techniques and methods for managing financial risk, including insurance, can be used to manage the non-speculative risks of individuals and businesses. Emphasis will be placed on analyzing various types of insurance products including life, health, property, and liability insurance contracts. A review of how the insurance industry develops, manages, and underwrites such contracts in a complex economic and regulatory environment.

### **FMGT 150 – Financial Management, 3.0 Credit**

This course introduces the student to the principles of financial management of business firms. Covered are financial statement analysis, ratio analysis, financial planning, working capital management, financial leverage, and capital budgeting. This is a self-paced course.

### **~~HRM 110 – Human Resource Management, 3.0 Credit Hours~~**

~~This course examines personnel functions in the business environment including job analysis, recruitment and hiring, training, performance appraisal and compensation. Other topics include ethics, benefits programs, and policy development.~~

### **HRM 150 - Human Resource Management, 3.0 Credit Hours**

This course examines personnel functions in the business environment including job analysis, recruitment and hiring, training, performance appraisal and compensation. Other topics include ethics, benefits programs, and policy development. This is a self-paced course.

### **MATH 112 - Business Math, 3.0 Credit Hours**

This course provides a review of mathematics fundamentals including basic algebraic calculations and fundamental business mathematics, including time value of money, mortgages, depreciation, payroll, taxation basics, investment evaluation basics (stocks and bonds), and financial statement analysis. Students completing this course will be prepared for solving most math-related business calculations encountered in small business, finance, and business economics.

### **MGT 204 – Leadership, 3.0 Credit Hours**

This course uses a highly interactive approach to explore Leadership Development. By blending behavior theory, practical application, and personalized learning, students are encouraged to develop their full potential as a leader and to become the kind of leader they always wanted to have.

### **MGT 214 - Organizational Behavior, 3.0 Credit Hours**

This course improves a students' ability to understand, interpret, and predict the behavior of people working in organizations. It provides self-learning exercises, group participation exercises, and cases in an integrated way designed to enhance learning and retention of organizational behavior concepts and skills.

### **MGT 216 - Entrepreneurship & Small Business, 3.0 Credit Hours**

This course takes a hands-on, problem-based learning approach that works through real problems faced by entrepreneurs and small business owners. Using real-world scenarios and exercises throughout, it puts the student in the roles of financial analyst, marketer, and business owner to find solutions.

### **MGT 218 - Project Management, 3.0 Credit Hours**

The course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

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### **MKTG 100 - Fundamentals of Marketing, 4.0 Credit Hours**

This course presents fundamental management strategies in the marketing of consumer and industrial products and services. Topics include market and product selection, pricing structures, channels of distribution and promotion.

### **PSY 100 - Introduction to Psychology, 4.0 Credit Hours**

This course studies the scientific principles of psychology, applying these theories and practices to trends in behaviors and human interaction. Theories of personality, behavior, and sociological and psychological relationships will be examined.

### **RE 115 - Real Estate Principles and Practices, 4.0 Credit Hours**

This beginning course in real estate covers the theory and concepts of the field of real estate. Topics include property management, leasing, title closing, income analysis, license law, brokerage real estate transactions, property ownership and rights, marketing and production, land development and building construction.

### **RE 125 - Real Estate Law, 4.0 Credit Hours**

This course covers responsibilities and requirements for real estate sales and broker licensing. Subject matter includes sources of real estate law, Ohio's judicial structure, the procedures in a typical legal action, and an introduction to process law.

### **RE 135 - Real Estate Finance, 2.0 Credit Hours**

Conventional financing techniques and specialized financing arrangements such as the financial aspects of condominiums, cooperatives, real estate investment trusts, land contracts, wraparound mortgages and syndicates are covered in this course. Other topics include GNMA pass-through securities and the operation of FHLSS, FNMA, bank savings and loans, and credit unions.

### **RE 145 - Real Estate Appraisal, 2.0 Credit Hours**

Topics covered in this course include definitions and terminology of real estate appraising, analyzing the real estate market, and an explanation of the appraisal process, which includes calculation of value.

### **RE 212 - Real Estate Brokerage and Office Management, 3.0 Credit Hours**

This course covers the operations and management of a real estate brokerage firm. Topics include planning, organizing, controlling, directing, staff recruiting, selection, training, business ethics, growth patterns, and communication skills.

**Prerequisites:** RE115, RE125, RE135, RE145 or a Real Estate Salesperson or Broker's License.

### **RE 225 - Real Estate Law, 3.0 Credit Hours**

This course covers the nature of real estate law. Topics include legal interests, purchase agreements, types of transactions, transfer of interest, agency and contract law, government regulations, agency, licensure, leases, and fund disbursement.

**Prerequisites:** None. Recommended: Real Estate Salesperson License

### **RE 235 - Real Estate Finance, 3.0 Credit Hours**

This course covers the nature of real estate finance. Topics include sources of mortgage funds, government influences, financing programs, alternative instruments, processing of loans, defaults, foreclosures, and mortgage placement procedures.

**Prerequisites:** None. Recommended: Real Estate Salesperson License

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### **RE 243 - Residential Property Management, 3.0 Credit Hours**

This course covers residential property management. Topics include landlord-tenant relations, leasing and management agreements, fiscal management, federal and state laws, different property types, physical management, and environmental and safety issues.

*Prerequisites:* None. Recommended: Real Estate Salesperson License

### **RE 250 - Real Estate Investment, 3.0 Credit Hours**

This course covers the fundamentals of real estate investment. Topics include residential, land, and commercial investments, forms of ownership, leverage, financing, taxation, and cash flow analysis and projections.

### **RE 260 - Real Estate Sales, 3.0 Credit Hours**

This course covers real estate sales and marketing methods. Topics include the transaction cycle, prospecting and listing techniques, qualifying buyers, advertising, and promotion, negotiating, financing, and the closing.

*Prerequisites:* None. Recommended: Real Estate Salesperson License

### **SLS 100 - Fundamentals of Customer Service, 3.0 Credit Hours**

Your customers are your most important assets. Their satisfaction can make or break your business. Learn customer service from the customer's point of view. Areas of exploration include servicing the customer via telephone, mail, and in-person. Understand how slight nuances can make huge differences in your bottom line.

### **SLS 120 - Negotiating Skills, 4.0 Credit Hours**

Explores philosophies and specific strategies of successful negotiating. Explores the rational and emotional components of the negotiation process. Differentiates between group and individual negotiating strategies.

### **SLS 200 - Fundamentals of Sales, 3.0 Credit Hours**

This course studies all phases of the sales and sales management processes. Students will follow selling from the initial contact through to relationship management. Emphasis will be placed on different selling approaches and philosophies, effective communication techniques, and methods to enhance and manage the sales process, including the setup of a contact database. A brief review of the sales management function, including staffing, motivating, and leading a sales team and designing compensation and rewards plans will be presented.

### **SOC 150 - Introduction to Sociology, 4.0 Credit hours**

This course is a general introduction to the study of human society, focusing on current changes as they impact business, family, and the individual. This class focuses on local data, as well as the social environment.

### **SPH 100 - Effective Speaking, 3.0 Credit hours**

Through the study and analysis of content, structure, and style, prepare and deliver various forms of speeches. Evaluation of speeches will improve content and verbal and physical presentation of skills.