

BUSINESS MANAGEMENT WITH AUTOMOTIVE SERVICE/TRANSPORTATION MANAGEMENT (BS)

Program Overview Bachelor of Science Degree

The Bachelor of Science Degree in Business Management (MGTB) program is designed to prepare students with an associate degree in any field to acquire a broad range of knowledge and skills needed to be successful managers or small business owners in a variety of fields.

The BS program in Business Management emphasizes a blend of technical, analytical and people skills. Students practice real skills they will be doing in the typical workplace, with particular focus on technology and interpersonal communication. Courses are delivered in a flexible, hybrid model in which online conferencing is combined with face-to-face options, reflecting today's workplace. Students participate in courses in the way that suits their schedule best and may complete courses fully online.

The program provides education and hands-on training in management and leadership, accounting, finance, marketing, operations and project management. Students improve their skills in teamwork and presenting information effectively, and participate in simulations to practice negotiation, customer service and sales, and employee supervision. An emphasis on technical skills, such as analyzing data, includes exploring the latest applications for organizational productivity. Students develop entrepreneurial skills needed to start and manage a small business.

The BS program in Business Management also provides opportunities for students in specific fields—automotive service/transportation, or healthcare—to concentrate on management topics specific to those fields through a set of courses focused on these industries.

Graduates of the Business Management (MGTB) program may be qualified to work in positions such as business analyst, accounting or operations analyst, project manager, department supervisor, marketing analyst, customer service manager, or business owner.

Graduates of the Business Management program with the Automotive Service/Transportation Management (MGTT) concentration will be prepared to seek entry-to mid-level positions such as general service manager, sales manager, service writer, parts manager, warranty administrator, fleet manager, collision repair production manager, and marina and boatyard manager.

Graduates of the Business Management program with the Healthcare Management/Respiratory Care (MGTH) concentration will prepare for leadership and managerial roles in the health care field, for advanced clinical practice, or for graduate study.

Curriculum Automotive Service/Transportation Management Concentration (MGTT)

Course	Title	Quarter Credit Hours
Term VII		
AUT 302	Service Management Operations	4
MGM 333	Organizational Behavior	4
MGM 336	Data Analysis with Spreadsheets	4
MA 301	Math for Management Studies (MA/SCI Core) ¹	4
Quarter Credit Hours		16
Term VIII		
AUT 321	Industry Software Applications	4
MGM 315	Accounting and Financial Reporting	4
MGM 445	Negotiation	3
EN 322	Argumentative Research Writing (COM Core) ¹	4
Quarter Credit Hours		15
Term IX		
AUT 306	Environmental Health and Safety	3
MGM 330	Managerial Accounting	3
MGM 332	Customer Relations and Sales	4
EN 421	Technical Communications (COM Core) ¹	4
Quarter Credit Hours		14
Term X		
AUT 415	Warranty Administration and Parts Inventory	4
MGM 310	Product and Service Marketing	4
MGM 422	Small Business Management	4
MA 300	Statistics (MA/SCI Core) ¹	4
Quarter Credit Hours		16
Term XI		
AUT 404	Legal Issues and the Dealership	3
MGM 313	Human Resource Management	4
Elective	300-400 Level Humanities Core ¹	4
Choose one of the following:		4
MGM 346	Project Management	
MGM 467	Entrepreneurship	
Quarter Credit Hours		15
Term XII		
MGM 450	Career Leadership	4
SS 311	The Global Economy	4
Elective	300-400 Level Humanities, Social Sciences, or 200 Level Foreign Language Core ¹	4
Choose one of the following:		3-5
AUT 410	Senior Internship	
Elective	Management Elective ²	
Quarter Credit Hours		15-17
Total Quarter Credit Hours		91-93

¹ Liberal Arts Core.

² Recommended if preparing for graduate study.

Management Elective Choices for Term XII¹

Course	Title	Quarter Credit Hours
MGM 320	Business Presentations	4
MGM 346	Project Management	4
MGM 348	Managing Health in Organizations	4
MGM 460	Investments	3
MGM 467	Entrepreneurship	4
MGM 487	Non-Profit Management	4
MGM 490	Strategic Management	4
MGM 493	Strategic Research	4

¹ All electives listed above are not offered every term.

Legend

C = Number of lecture hours per week

L = Number of laboratory hours per week

T = Total Quarter Credit Hours where each lecture hour per week is one credit, every 2-4 laboratory hours are one credit depending on the expected amount of pre- or post-lab work.

All bachelor's degree students are required to take 28 credits of liberal arts and math/science courses as selected from the liberal arts core. See the course descriptions section of this catalog for a list of the core area courses.

Subject to change.

Program Mission, Goals, and Outcomes

Program Mission

The Business Management (MGT BS) Program is designed to empower students to develop the management knowledge, interpersonal skills, and analytical tools to prepare for leadership and managerial roles. Graduates are prepared to thrive within and make significant contributions to diverse organizations operating in dynamic environments.

Program Goals

1. Provide an environment and learning opportunities that encourage students to acquire and practice technical, analytical, and soft skills to become an effective contributor or mid-level professional in various organizational settings or prepare to run a small business.
2. Develop a student's ability to use the language of business to communicate clearly and appropriately, apply critical thinking and creative problem solving, and be able to incorporate and adapt to new concepts, ideas, and evolving technologies.
3. Instill within each student an awareness of and desire to be a life-long learner and to contribute to their profession and society at large through the development of a professional and personal ethic that demands technically, environmentally, and socially responsible decision making.

4. Provide opportunities for associate degree graduates to further their studies to prepare for managerial roles in specific industries, including automotive service/transportation and healthcare.

Additional Program Goal for Automotive Service/Transportation Management (MGTT) concentration

1. Provide opportunities for students to pursue focused coursework to prepare to manage service operations in automotive dealerships or other transportation-related management roles.

Program Outcomes

1. Communicate effectively and professionally through non-verbal, verbal, and written communications, using the language of business appropriately, to develop and strengthen stakeholder relationships.
2. Develop and employ interpersonal skills to enhance teamwork, efficiency, productivity, and organizational culture.
3. Apply critical thinking to analyze data, supported by technology, to make evidence-based decisions to resolve increasingly complex and rapidly evolving business challenges.
4. Use best practices in management to plan, organize, and control organizational resources effectively to support organizational strategy while leading people to achieve objectives.
5. Advocate and apply legal and ethical behavior and decision-making to foster social responsibility in diverse and multi-cultural environments.
6. Invest in lifelong learning to develop personal, management, and leadership skills that benefit diverse stakeholders including the individual, the organization, the customer, and society.

Additional Outcomes for Automotive Service/Transportation Management

1. Understand and adapt proactively to the rapid evolution of the connected technologies that support new transportation products and services and the mobility ecosystem.
2. Operate in or manage a facility according to safety, compliance, and environmental rules and regulations, including OSHA, EPA, etc.

Q&A and Technical Standards

Questions & Answers

1. When do my classes meet?

Day Classes: Technical classes normally meet for at least three hours a day for up to five days a week. Classes normally begin in the early morning (7:45 a.m.), late morning (usually 11:25 a.m.), or mid-afternoon. The time slot for your program may vary from term to term.

Evening Classes: Technical classes meet on the average of three nights a week, although there may be times when they will meet four nights a week. Classes normally begin at 5:45 p.m.

In addition, to achieve your bachelor's degree, you will take a total of approximately fifteen liberal arts courses, which will be scheduled around your program schedule over the course of your entire program. Each liberal arts course meets approximately four hours per week. Liberal arts courses are offered days, evenings, and Saturdays.

At the beginning of each term you will receive a detailed schedule giving the exact time and location of all your classes. The College requires that all students be prepared to take classes and receive services at any of NEIT's locations where the appropriate classes and services are offered.

When a regularly scheduled class falls on a day which is an NEIT observed holiday (Columbus Day, Veterans Day, Martin Luther King, Jr. Day, and Memorial Day), an alternate class will be scheduled as a make up for that class. The make up class may fall on a Friday. It is the student's responsibility to take note of when and where classes are offered.

2. How large will my classes be?

The average size for a class is about 15 to 20 students; however, larger and smaller classes occur from time to time.

3. How much time will I spend in lab?

Almost half of your technical courses consist of laboratory work. In order for you to get the most out of your laboratory experiences, you will first receive a thorough explanation of the theory behind your lab work.

4. Where do my classes meet?

Students should be prepared to attend classes at any of NEIT's classroom facilities: either at the Post Road, Access Road, or East Greenwich campus.

5. How long should it take me to complete my program?

To complete your degree requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-term curriculum, a student may complete the requirements in as little as 18 months.

To complete all your degree requirements in the shortest time, you should take at least one liberal arts course each term.

Students may also elect to complete some of their liberal arts requirements during Intersession (except for EN courses), a five-week term scheduled between Spring and Summer Terms. Students will not be assessed any additional tuition for liberal arts courses taken during the Intersession but may be assessed applicable fees.

Students wishing to extend the number of terms needed to complete the required technical courses in their curriculum will be assessed additional tuition and fees.

6. Is NEIT accredited?

NEIT is accredited by the New England Commission of Higher Education. Accreditation by NECHE is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. Some academic departments have specialized professional accreditations in addition to accreditation by NECHE. For more information on accreditation, see NEIT's catalog.

7. Can I transfer the credits that I earn at NEIT to another college?

The transferability of a course is always up to the institution to which the student is transferring. Students interested in the transferability of their credits should contact the Office of Teaching and Learning for further information.

8. Can I transfer credits earned at another college to NEIT?

Transfer credit for appropriate courses taken at an accredited institution will be considered upon receipt of an official transcript for any program, biology, science, and mathematics courses in which the student has earned a "C" or above within the past three years and for English or humanities courses in which the student has earned a "C" or above within the last ten years. An official transcript from the other institution must be received before the end of the first week of the term for transfer credit to be granted for courses to be taken during that term. Students will receive a tuition reduction for the approved technical courses based on

the program rate and will be applied against the final technical term of the curriculum's tuition amount. No tuition credit is provided for courses which are not a part of the technical curriculum.

9. What is the "Feinstein Enriching America" Program?

New England Institute of Technology is the proud recipient of a grant from the Feinstein Foundation. To satisfy the terms of the grant, the College has developed a one-credit community enrichment course which includes hands-on community enrichment projects. The course can be taken for a few hours per term, spread over several terms. Students who are already engaged in community enrichment on their own may be able to count that service towards course credit.

10. How many credits do I need to acquire my Financial Aid?

In order to be eligible for the maximum financial aid award, you need to maintain at least 12 credits per academic term.

11. What does my program cost?

The cost of your program will be as outlined in your enrollment agreement, along with your cost for books and other course materials. Students who decide to take more terms than the enrollment agreement describes to complete the technical courses in their curriculum will be subject to additional fees and possible additional tuition costs. Students who elect to take the technical portion of the degree requirements at a rate faster than the rate prescribed in the curriculum and the enrollment agreement will be assessed additional tuition.

Students who require prerequisite courses will incur additional tuition and fees above those outlined in their enrollment agreement.

If a student elects to take a course(s) outside of the prescribed curriculum, additional tuition and fees will be assessed.

Remember, students who withdraw and re-enter, one time only, pay the tuition rate that was in effect for them at the time of their last day of attendance for up to one year from their last day of attendance. Second re-entrees and beyond pay the tuition rate in effect at the time they re-enter. The most economical way for you to complete your college degree is to begin your program now and continue your studies straight through for the six terms necessary to complete your degree requirements.

12. What kind of employment assistance does NEIT offer?

The Career Services Office assists NEIT students and graduates in all aspects of the job search, including resume writing, interviewing skills, and developing of a job search strategy. Upon completion of their programs, graduates may submit a resume to the Career Services Office to be circulated to employers for employment opportunities in their fields. Employers regularly contact us about our graduates. In addition, our Career Services Office contacts employers to develop job leads. A strong relationship with employers exists as a result of our training students to meet the needs of industry for over fifty years. No school can, and NEIT does not, guarantee to its graduates employment or a specific starting salary.

13. Where will job opportunities exist?

Graduates have obtained employment in the local area. However, one of the most exciting aspects of this program is the ability to look nationally for employment opportunities.

14. What kind of jobs will I be qualified for?

Your knowledge of business management, including marketing, finance, and technical skills, will enable you to seek employment in a multitude of fields in positions such as manager, assistant manager, manager trainee, operations analyst, project manager, department or process

supervisor, service manager, marketing analyst, and customer service representative. Your degree also allows you to advance in the technical specialty developed by your associate degree concentration. The training you received also prepares you to start your own business.

For the Automotive Service/Transportation Management concentration (MGTT), graduates will be prepared to seek entry-level to mid-level positions in transportation service management such as general service manager, sales manager, human resource manager, service writer, service consultant, parts manager, warranty administrator, fleet manager, collision repair production manager, and marina and boatyard manager. Upon completion of a bachelor's degree at NEIT, positions on the management level become attainable.

For the Healthcare Management concentration (MGTH), graduates will be prepared to work as managers or assistant managers of a program or department, or to support strategic planning, budgeting, or grant-writing. The program is designed to prepare students for employment in management positions in hospitals, clinics, long-term care facilities, behavioral health organizations, public health agencies, government health departments, and other health settings. Entrepreneurship options include potential jobs in marketing positions in the healthcare industry, such as sales of durable medical equipment or pharmaceuticals, new product development and distribution.

15. Is there any state or federal licensing required in my field?

No license is required for general business careers which you will be preparing to enter. The Business Management (MGTB) program is not designed to prepare a student for a licensure exam; however, a number of career-specific certificates exist for which student may apply, such as project management (CAPM) and Microsoft Office Specialist (MOS) for specific applications.

No license is required for automotive technicians; students are, however, urged to take the Automotive Service Excellence (ASE) test upon completion of their MGTT program. ASE certification shows your prospective employer that you are competent in service consulting and customer relations.

Healthcare management students may enter the program and already hold certifications and licensure to practice within their specific discipline(s).

16. What is a hybrid schedule?

Courses in the major with a hybrid schedule may meet on campus (face-to-face) on specifically scheduled dates during the term, while other classes will meet synchronously (using online conferencing) or asynchronously (fully online).

17. How important is attendance?

You are expected to attend all classes. Except for serious emergencies, all absences should be communicated in advance to the professor and to any student team of which you are a member. When courses are offered in hybrid and fully online formats, it's important that you are fully engaged in online activities. Meeting deadlines for completing readings and assignments is critical for a valuable online learning experience, especially when interacting with fellow students and the instructor.

18. How much work will I have outside of class and lab time in my courses?

The design of our courses require you to do work outside of class to be successful, including, but not limited to reading course texts and other materials, watching videos, completing homework assignments,

completing major course projects, and team assignments. You will be expected to work outside of class in all classes, every week.

19. Are there any professional behavior standards in the Business Management program?

Students are expected to exhibit professional behavior in all interactions and at all times. This will be assessed continually and will encompass not only grades but also adherence to class and laboratory protocol and process, attendance, participation and preparation for class, attire, and ability to work in a team. Development of professional values and attitudes is inherent in the curriculum, and students will be expected to exhibit such behavior.

TECHNICAL STANDARDS

These technical standards set forth by the Business Management Department establish the essential qualities considered necessary for the students admitted to the program. The student must possess the following skills and abilities or be able to demonstrate that they can complete the requirements of the program with or without reasonable accommodation, using some other combination of skills and abilities.

Cognitive Ability

- to reason and think critically.
- to proofread and edit using standard proofreaders' marks.
- to learn and recall detailed information and to use it for problem solving.
- to perform tasks by observing demonstrations.
- to perform tasks by following written instructions.
- to perform tasks following verbal instructions.

Interpersonal and Communications Skills

- to speak in understandable English in a classroom situation, in a one-on-one interaction, as well as before a group.
- to express thoughts clearly through writing in legible penmanship (English).
- to actively and clearly communicate with faculty, staff, and students.
- to demonstrate the knowledge acquired during the classroom training process.
- to be able to work cooperatively and collaboratively on in-class and assignment/project teams/groups.

Adaptive Ability

- to remain calm in the face of computer lab equipment and/or software failure.
- to maintain emotional stability and demonstrate the maturity necessary to interact with other members of the faculty and students in a responsible manner.
- to follow instructions and complete tasks under stressful and demanding conditions.
- to adapt in a positive manner to new and changing situations with an open mind and flexibility.

Professional Skills

- to demonstrate professional and socially appropriate behavior, dress and grooming
- to be able to interact appropriately with others

- to work independently or as part of a group/team during class and lab time
- to maintain academic integrity in all courses
- to attend all class meetings and student team meetings and communicate in advance of absences that are not the result of serious emergency

Responsibility for Learning

- to actively use and be responsive to others through the learning management system (Canvas) and NEIT email
- to manage and complete both on-line and face-to-face assignments, and proactively seek assistance when needed
- to manage the course workload and other life and paid-work responsibilities to have sufficient time to prepare for class, complete assignments, and be successful in the program
- to create a professional portfolio of sample work and projects, a resume, and other interview materials by the completion of the program.

Physical Ability

- to possess ample hand-eye coordination in order to learn the skill of touch typing.
- to sit during regularly scheduled lab classes at a personal computer in order to learn and become proficient in several computer software packages.
- to participate in both group and individual lab activities in a professional and safe manner.
- to perform learned skills, independently, with accuracy and completeness within reasonable time frames in accordance with classroom and business procedures.
- to read with or without corrective lenses.

Communications Skills

- to speak in understandable English in a classroom situation, on a one-on-one basis, as well as before a group.
- to express thoughts clearly through writing in legible penmanship (English).
- to communicate with faculty and students.
- to demonstrate the knowledge acquired during the classroom training process.

Manual Ability

- to coordinate hands, eyes, and fingers in the operation of computers and business equipment.

Sensory Ability

Visual

- to see clearly and interpret the contents on the board and/or overhead in the front of the classroom.

Auditory

- to interpret the instructor's oral directions with or without a sign-language interpreter.

Degree Progress Checklist

Business Management with Automotive Service/Transportation Management - BS

Degree Progress Checklists

- For students entering October 2024 or later
- For students entering April 2023 to September 2024
- For students entering October 2019 to March 2023