

# Programs of Study - Career

## BUSINESS

### BUSINESS ADMINISTRATION & GENERAL MANAGEMENT

#### GENERAL BUSINESS EMPHASIS

*Associate in Applied Science Degree*

#### *Required General Education Courses (18 credits)*

|                     |                             |     |
|---------------------|-----------------------------|-----|
| CM101               | English Composition I ..... | 3   |
| CM115               | Public Speaking .....       | 3   |
| Humanities Gen. Ed. | .....                       | 3   |
| EC101               | Economics I .....           | 3   |
| Science Gen. Ed.    | .....                       | 3-4 |
| Math Gen. Ed.       | .....                       | 3   |

#### *Required Major Courses (33 credits)*

|       |   |   |
|-------|---|---|
| BE100 | Introduction to Business .....                                    | 3 |
| BE115 | Business Mathematics <b>or</b><br>BE170 Business Statistics ..... | 3 |
| BE121 | Business Communications .....                                     | 3 |
| BE152 | Salesmanship .....  | 3 |
| BE153 | Personal Finance .....  | 3 |
| BE154 | Business Law .....  | 3 |
| BE160 | Business Accounting <b>or</b> BE161 Accounting I.....             | 3 |
| BE210 | Leadership Development .....                                      | 3 |
| BE220 | Cooperative Education Internship .....                            | 2 |
| CA221 | Job Search .....  | 1 |
| CS108 | Computer Applications .....                                       | 3 |
| MG101 | Management Principles.....  | 3 |

#### *Electives (12 credits)*

|       |   |   |
|-------|---|---|
| BE155 | Marketing .....                                 | 3 |
| BE161 | Accounting I <b>or</b> BE162 Accounting II..... | 3 |
| BE165 | Computerized Accounting .....                   | 3 |
| BE166 | Payroll Accounting.....                         | 3 |
| BE185 | Human Resource Management.....                  | 3 |
| BE188 | Principles of Advertising.....                  | 3 |
| CS131 | Electronic Spreadsheets.....                    | 3 |
| MG102 | Small Business Management .....                 | 3 |

Substitutions must be approved by the Department Chair

### ACCOUNTING EMPHASIS

*Associate in Applied Science Degree*

#### *Required General Education Courses (18-19 credits)*

|                     |                             |     |
|---------------------|-----------------------------|-----|
| CM101               | English Composition I ..... | 3   |
| CM115               | Public Speaking .....       | 3   |
| Humanities Gen. Ed. | .....                       | 3   |
| EC101               | Economics I .....           | 3   |
| Math Gen. Ed.       | .....                       | 3   |
| Science Gen. Ed.    | .....                       | 3-4 |

#### *Required Major Courses(39 credits)*

|       |   |   |
|-------|---|---|
| BE100 | Introduction to Business .....                        | 3 |
| BE115 | Business Mathematics or BE170 Business Statistics...3 | 3 |
| BE121 | Business Communications .....                         | 3 |
| BE152 | Salesmanship .....                                    | 3 |
| BE153 | Personal Finance .....                                | 3 |
| BE154 | Business Law .....                                    | 3 |
| BE161 | Accounting I .....                                    | 3 |
| BE162 | Accounting II.....                                    | 3 |
| BE166 | Payroll Accounting.....                               | 3 |
| BE210 | Leadership Development .....                          | 3 |
| BE220 | Cooperative Ed. Internship.....                       | 2 |
| CA221 | Job Search.....                                       | 1 |
| CS108 | Computer Applications .....                           | 3 |
| MG101 | Management Principles.....                            | 3 |

#### *Electives (6 credits)*

|       |                                 |   |
|-------|---------------------------------|---|
| BE155 | Marketing.....                  | 3 |
| BE160 | Business Accounting.....        | 3 |
| BE165 | Computerized Accounting .....   | 3 |
| BE185 | Human Resource Management.....  | 3 |
| BE188 | Principles of Advertising.....  | 3 |
| CS131 | Electronic Spreadsheets.....    | 3 |
| MG102 | Small Business Management ..... | 3 |

Substitutions must be approved by the Department Chair