

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 or BE170 Business Statistics	3
BE121	Business Communications	3
BE152	Salesmanship	3
BE153	Personal Finance	3
BE154	Business Law	3
BE160	Business Accounting or 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 or 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