

**Focus Areas:**

General Business,  
Accounting, Marketing,  
Office Management,  
Business Administration,  
Economics

# BUSINESS

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**Employment:**

\$40,000-\$100,000



***Potential Careers:***

- Accountant
- Payroll Manager
- Office Manager
- Entrepreneur
- Sale Representative
- Marketing Analyst

Business offers broad-based programs that include the study of accounting, economics, management, and marketing. Students can complete a certificate in one year and be employable or use the certificate as a building block for a two year degree. The A.A.S. and A.G.S. are considered “go to work” programs. Students looking to complete a four year degree should consider the A.A. as transfer preparation.

## DEGREES & CERTIFICATES

General Business .....16-hour certificate

General Business .....30-hour certificate

General Business ..... A.A.S. - 63 hours

Associate of General Studies..... A.G.S. - 62 hours

Associate of Arts..... A.A. - 62 hours

# Fields of Study

## BUSINESS

### GENERAL BUSINESS

#### 16-Hour Certificate

#### Required General Education Courses 3 cr

<i>Communication Requirement</i>	3
CM101 English Composition I (3 cr)	

#### Required Business Courses 9 cr

BE100 Introduction to Business	3
BE160 Business Accounting <b>or</b>	
BE161 Accounting I	3
MG102 Small Business Management	3

CA221 Job Search	1
CS108 Computer Applications	3
EC101 Principles of Macroeconomics	3
EC102 Principles of Microeconomics	3
MA115 Linear Algebra & General Calculus	3
MG101 Management Principles	3

#### Elective Courses 4 cr

BE115 Business Mathematics	3
BE121 Business Communications	3
BE153 Personal Finance	3
BE154 Business Law	3
BE155 Marketing	3
BE160 Business Accounting	3
BE161 Accounting I	3
BE162 Accounting II	3
BE165 Computerized Accounting	3
BE166 Payroll Accounting	3
BE170 Business Statistics	3
BE185 Human Resource Management	3
BE188 Principles of Advertising	3
BE210 Leadership Development	3
BE220 Cooperative Ed Internship	3



# Fields of Study

## BUSINESS

### GENERAL BUSINESS

#### 30-Hour Certificate

#### Required General Education Courses 9 cr

<i>Communication Requirement</i>	6
CM101 English Composition I (3 cr)	
CM115 Public Speaking (3 cr)	
<i>Mathematics Requirement</i>	3
MA105 Survey of Math <b>or</b>	
MA110 Intermediate Algebra <b>or</b>	
Mathematics General Education Course	

#### Required Business Courses 18 cr

BE100 Introduction to Business	3
BE152 Salesmanship	3
BE160 Business Accounting <b>or</b>	
BE161 Accounting I	3
BE162 Accounting II <b>or</b>	
BE154 Business Law	3
MG101 Management Principles	3
MG102 Small Business Management	3

#### Elective Courses 3 cr

BE115 Business Mathematics	3
BE121 Business Communications	3
BE153 Personal Finance	3
BE154 Business Law	3
BE155 Marketing	3
BE160 Business Accounting	3
BE161 Accounting I	3
BE162 Accounting II	3
BE163 Financial Accounting	4
BE164 Managerial Accounting	3
BE165 Computerized Accounting	3
BE166 Payroll Accounting	3
BE170 Business Statistics	3
BE185 Human Resource Management	3
BE188 Principles of Advertising	3
BE210 Leadership Development	3
BE220 Cooperative Ed Internship	3
CA221 Job Search	1
CS108 Computer Applications	3
EC101 Principles of Macroeconomics	3
EC102 Principles of Microeconomics	3
MA115 Linear Algebra & General Calculus	3



# Fields of Study

## BUSINESS

### GENERAL BUSINESS Associate of Applied Science 63 Hours

<b>Required General Education Courses</b>		<b>18 cr</b>	<b>Elective Courses</b>		<b>9 cr</b>
<i>Communication Requirement</i>		6	BE115	Business Math	3
CM101 English Composition I (3 cr)			BE121	Business Communications	3
CM115 Public Speaking (3 cr)			BE153	Personal Finance	3
<i>Humanities Requirement (1 area required)</i>		3	BE160	Business Accounting	3
Art                            Humanities			BE161	Accounting I	3
Music                        Literature			BE162	Accounting II	3
Theatre                     Philosophy			BE163	Financial Accounting	4
Foreign Language        History			BE164	Managerial Accounting	3
<i>Mathematics Requirement</i>		3	BE170	Business Statistics	3
MA105 Survey of Math <b>or</b>			BE210	Leadership Development	3
MA110 Intermediate Algebra <b>or</b>			CS108	Computer Applications	3
Mathematics General Education Course			EC102	Principles of Microeconomics	3
<i>Natural Science Requirement</i>		3-5	MA115	Linear Algebra & General Calculus	3
Physical Science <b>or</b>					
Biological Science					
<i>Social/Behavioral Science Requirement</i>		3			
EC101 Principles of Macroeconomics					
<b>Required Business Courses</b>		<b>36 cr</b>			
BE100	Introduction to Business	3			
BE152	Salesmanship	3			
BE154	Business Law	3			
BE155	Marketing	3			
BE160	Business Accounting <b>or</b>				
BE161	Accounting I	3			
BE165	Computerized Accounting	3			
BE166	Payroll Accounting	3			
BE185	Human Resource Management	3			
BE188	Principles of Advertising	3			
BE220	Cooperative Ed Internship	2			
CA221	Job Search	1			
MG101	Management Principles	3			
MG102	Small Business Management	3			

# Fields of Study

## BUSINESS

Associate of General Studies  
62 Hours

Required General Education Courses	25 cr	Elective Courses	18 cr
<i>Communication Requirement</i>	6	<b>Business</b>	
CM101 English Composition I (3 cr)		BE115 Business Math	3
CM115 Public Speaking (3 cr) <b>or</b>		BE121 Business Communications	3
CM240 Interpersonal Communications (3 cr)		BE152 Salesmanship	3
<i>Humanities Requirement (2 areas required)</i>	6	BE153 Personal Finance	3
Art Humanities		BE154 Business Law	3
Music Literature		BE155 Marketing	3
Theatre Philosophy		BE160 Business Accounting	3
Foreign Language History		BE163 Financial Accounting	4
<i>Mathematics Requirement</i>	3	BE164 Managerial Accounting	3
Mathematics General Education Course or		BE165 Computerized Accounting	3
MA110 Intermediate Algebra (3 cr)		BE166 Payroll Accounting	3
<i>Natural Science Requirement</i>	4	BE170 Business Statistics	3
Physical Science w/Lab <b>or</b>		BE185 Human Resource Management	3
Biological Science w/Lab		BE188 Principles of Advertising	3
<i>Social/Behavioral Science Requirement</i>	6	BE220 Cooperative Ed Internship	3
(2 areas required)		MG101 Management Principles	3
EC101 Principles of Macroeconomics (3 cr)		MG102 Small Business Management	3
(1 additional area required) (3 cr)		<b>Additional Electives</b>	
Anthropology Geography		CA221 Job Search	1
Psychology Political Science		CS108 Computer Applications	3
Sociology		EC102 Principles of Microeconomics	3
		MA115 Linear Algebra/General Calculus	3
<b>Required Business Courses</b>	<b>9 cr</b>	<b>Life Skills</b>	
BE100 Introduction to Business	3	BE139 Basic Personal Finance	1
BE161 Accounting I	3	BE210 Leadership Development	3
BE162 Accounting II	3	PE141 Personal Wellness	3
		PE250 Stress Management	3
		SS106 Marriage and Family	3

**Open Electives** 10 cr

# Fields of Study

## BUSINESS

Associate of Arts  
62 Hours

Required General Education Courses	31 cr	Elective Courses	12 cr
<i>Communication Requirement</i>	9	<b>Business</b>	
CM101 English Composition I (3 cr)		BE115 Business Math	3
CM102 English Composition II (3 cr)		BE121 Business Communications	3
CM115 Public Speaking (3 cr) <b>or</b>		BE152 Salesmanship	3
CM240 Interpersonal Communications (3 cr)		BE153 Personal Finance	3
<i>Humanities Requirement (2 areas required)</i>	6	BE154 Business Law	3
Art Humanities		BE155 Marketing	3
Music Literature		BE160 Business Accounting	3
Theatre Philosophy		BE163 Financial Accounting	4
Foreign Language History		BE164 Managerial Accounting	3
<i>Mathematics Requirement</i>	3	BE165 Computerized Accounting	3
Mathematics General Education Course		BE166 Payroll Accounting	3
<i>Natural Science Requirement (1 area required)</i>	4-5	BE170 Business Statistics	3
Physical Science (4-5 cr)		BE185 Human Resource Management	3
Biological Science (4-5 cr)		BE188 Principles of Advertising	3
<i>Social/Behavioral Science Requirement (2 areas required)</i>	6	BE210 Leadership Development	3
EC101 Principles of Macroeconomics (3 cr)		BE220 Cooperative Ed Internship	2
(1 additional area required) (3 cr)		MG101 Management Principles	3
Anthropology Geography		MG102 Small Business Management	3
Psychology Political Science		<b>Additional Electives</b>	
Sociology		CA221 Job Search	1
<i>Open General Education Elective</i>	3	CS108 Computer Applications	3
		MA115 Linear Algebra/General Calculus	3
		SC Science Gen Ed Course w/Lab	4-5
		SS Social Science Gen Ed Course	3
		<b>Open Electives</b>	<b>7 cr</b>
<b>Required Business Courses</b>	<b>12 cr</b>		
BE100 Introduction to Business	3		
BE161 Accounting I	3		
BE162 Accounting II	3		
EC102 Principles of Microeconomics	3		