

**Focus Areas:**

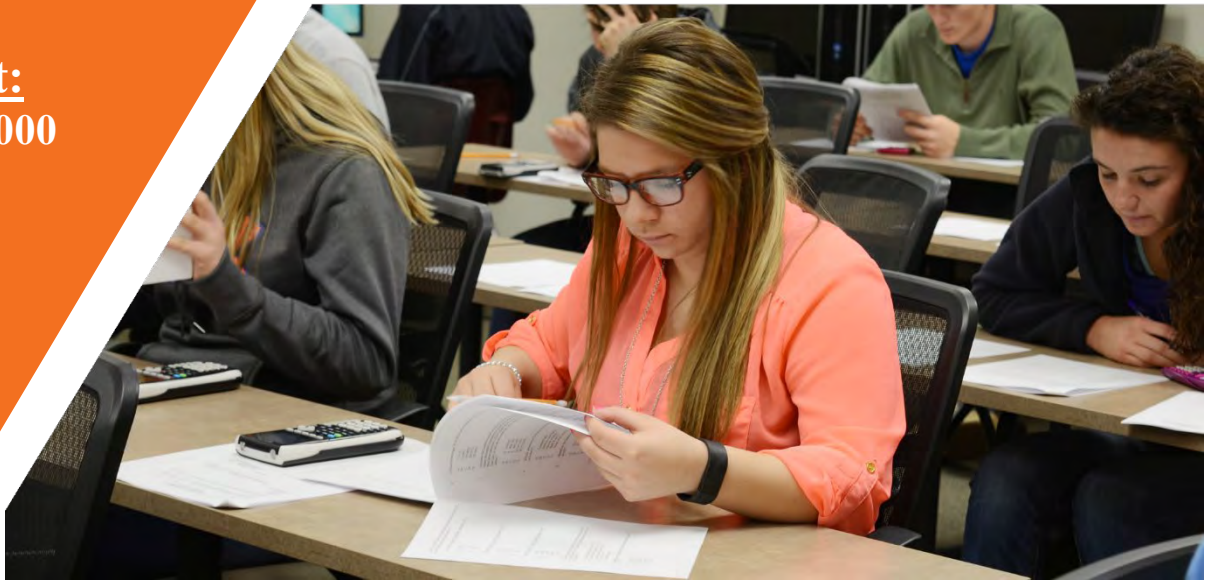
General Business,  
Accounting, Marketing,  
Office Management,  
Business Administration,  
Economics

# 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

Entrepreneurship .....16-hour certificate  
 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

### ENTREPRENEURSHIP

#### 16 Hour Certificate

#### Required General Education Courses 3 cr

<i>Communication Requirement</i>	3
CM101 English Composition I (3 cr) <i>or</i>	
CM120 Survey of Technical Writing (3 cr)	

#### Required Business Courses 13 cr

MG102 Introduction to Entrepreneurship	3
BE155 Marketing	3
BE160 Business Accounting <i>or</i>	
BE161 Accounting I	3
BE210 Leadership Development	3
BE220 Cooperative Education Internship	1

# 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 6 cr

BE100 Introduction to Business	3
BE160 Business Accounting <i>or</i>	
BE161 Accounting I	3

#### Elective Courses 7 cr

BE115 Business Mathematics	3
BE121 Business Communications	3
BE152 Salesmanship	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
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
MG102 Introduction to Entrepreneurship	3

# Fields of Study

## Business

### GENERAL BUSINESS

#### 30 Hour Certificate

#### Required General Education Courses 9 cr

<i>Communications Requirement</i>	6
CM101 English Composition I (3cr)	
CM115 Public Speaking (3 cr)	

<i>Mathematics Requirement</i>	3
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MA105 Survey of Math <i>or</i>	
MA110 Intermediate Algebra <i>or</i>	
Mathematics General Education Course	

#### Required Business Courses 6 cr

BE100 Introduction to Business	3
BE160 Business Accounting <i>or</i>	
BE161 Accounting I	3

#### Required Elective Courses 15 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
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
MG101 Management Principles	3
MG102 Introduction to Entrepreneurship	3

# Fields of Study

## Business

### GENERAL BUSINESS Associate of Applied Science 63 Hours

Required General Education Courses	18 cr	Elective Courses	15 cr
<i>Communication Requirement</i>	6		
CM101 English Composition I (3 cr)		BE115 Business Math	3
CM115 Public Speaking (3 cr)		BE155 Marketing	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	BE165 Computerized Accounting	3
MA105 Survey of Math <b>or</b>		BE166 Payroll Accounting	3
MA110 Intermediate Algebra <b>or</b>		BE170 Business Statistics	3
Mathematics General Education Course		BE185 Human Resource Management	3
<i>Natural Science Requirement</i>	3-5	BE188 Principles of Advertising	3
Physical Science <b>or</b>		EC102 Principles of Microeconomics	3
Biological Science		MA115 Linear Algebra and General Calculus	3
<i>Social/Behavioral Science Requirement</i>	3		
EC101 Principles of Macroeconomics			
Required Business Courses	30 cr		
BE100 Introduction to Business	3		
BE121 Business Communications	3		
BE152 Salesmanship	3		
BE154 Business Law	3		
BE160 Business Accounting <b>or</b>			
BE161 Accounting I	3		
BE210 Leadership Development	3		
BE220 Cooperative Ed Internship	2		
CA221 Job Search	1		
CS108 Computer Applications	3		
MG101 Management Principles	3		
MG102 Introduction to Entrepreneurship	3		

# Fields of Study

## Business

Associate of General Studies

62 Hours

Required General Education Courses	25 cr	Elective Courses	21 cr
<i>Communication Requirement</i>	6	<b>Business</b>	
CM101 English Composition I (3 cr)		BE115 Business Math	3
CM115 Public Speaking (3 cr) <i>or</i>		BE121 Business Communications	3
CM240 Interpersonal Communications (3		BE139 Basic Personal Finance	1
cr) <i>Humanities Requirement (1 area required)</i>	3	BE152 Salesmanship	3
Art Humanities		BE153 Personal Finance	3
Music Literature		BE154 Business Law	3
Theatre Philosophy		BE155 Marketing	3
Foreign Language History		BE160 Business Accounting	3
<i>Mathematics Requirement</i>	3	BE161 Accounting I	3
MA105 Survey of Math <i>or</i>		BE162 Accounting II	4
MA110 Intermediate Algebra <i>or</i>		BE165 Computerized Accounting	3
Mathematics General Education Course		BE166 Payroll Accounting	3
<i>Natural Science Requirement</i>	4	BE170 Business Statistics	3
Physical Science w/Lab <i>or</i>		BE185 Human Resource Management	3
Biological Science w/Lab		BE188 Principles of Advertising	3
<i>Social/Behavioral Science Requirement</i>	6	BE210 Leadership Development	3
EC101 Principles of Macroeconomics (3 cr)		BE220 Cooperative Ed Internship	3
(1 additional area required) (3 cr)		CA221 Job Search	1
Anthropology Geography		CS108 Computer Applications	3
Psychology Political		EC102 Principles of Microeconomics	3
Science Sociology		MA115 Linear Algebra/General Calculus	3
<i>Open General Education Elective</i>	3	MG101 Management Principles	3
		MG102 Introduction to Entrepreneurship	3
		PE141 Personal Wellness	3
		PE250 Stress Management	3
		SS106 Marriage and Family	3
Required Business Courses	6 cr	Open Electives	10 cr
BE100 Introduction to Business	3		
BE160 Business Accounting <i>or</i>			
BE161 Accounting I	3		

# Fields of Study

## Business

Associate of Arts

62 Hours

### Required General Education Courses 31 cr

<i>Communication Requirement</i>	9
CM101 English Composition I (3 cr)	
CM102 English Composition II (3 cr)	
CM115 Public Speaking (3 cr) <i>or</i>	
CM240 Interpersonal Communications (3 cr)	
<i>Humanities Requirement (2 areas required)</i>	6
Art Humanities	
Music Literature	
Theatre Philosophy	
Foreign Language History	
<i>Mathematics Requirement</i>	3
Mathematics General Education Course	
<i>Natural Science Requirement (1 area required)</i>	4-5
Physical Science (4-5 cr)	
Biological Science (4-5 cr)	
<i>Social/Behavioral Science Requirement (2 areas required)</i>	6
EC101 Principles of Macroeconomics (3 cr)	
(1 additional area required) (3 cr)	
Anthropology Geography	
Psychology Political Science	
Sociology	
<i>Open General Education Elective</i>	3

### Required Business Courses 12 cr

BE100 Introduction to Business	3
BE161 Accounting I	3
BE162 Accounting II	3
EC102 Principles of Microeconomics	3

### Elective Courses 12 cr

<b>Business</b>	
BE115 Business Math	3
BE121 Business Communications	3
BE152 Salesmanship	3
BE153 Personal Finance	3
BE154 Business Law	3
BE155 Marketing	3
BE160 Business Accounting	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	2
MG101 Management Principles	3
MG102 Introduction to Entrepreneurship	3
<b>Additional Electives</b>	
CA221 Job Search	1
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

### Open Electives 7 cr