

BUSINESS MANAGEMENT / ENTREPRENEURSHIP

ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors: Marilyn Besich & Teri Dwyer

NOTE: This program is under review.
Please contact the Program Advisor for more information.

The Business Management/ Entrepreneurship program of study is designed to prepare students for employment in management positions in small business enterprises or to create and operate their own small business enterprises.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Utilize mathematical concepts and theories to analyze the viability of a business and to use those concepts and theories in the decision making process.
- Develop an understanding of societies and cultures and use that understanding to implement business practices reflecting the diversity of customers and employers.
- Incorporate social science theories and constructs from the fields of psychology and sociology into the application of management theories.
- Analyze the legal requirements and ethical implications of business decisions and how such decisions affect the business, community and society.
- Utilize computer hardware and software to effectively manage information.
- Analyze the feasibility of a business opportunity through development of a business plan.
- Utilize oral, written and listening skills to demonstrate an understanding of business practices and theories and effectively interact with others.

ESTIMATED RESIDENT PROGRAM COST:

Tuition and Fees	\$6024
Application Fee.....	30
Books/Supplies	2725
TOTAL.....	\$8779

FALL SEMESTER 1

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3†	_____
BUS	106	Introduction to Business	3†	_____
COMM	135	Interpersonal Communication	3†	_____
CAPP	120	Introduction to Computers	3†	_____
WRIT	101**	College Writing I	3†	_____
OO	107	Keyboarding Basics	3†	_____
		Subtotal	18	

SPRING SEMESTER 1

Course	No.	Title	Credits	Grade
ACTG	102*	Accounting Procedures II	3†	_____
ACTG	180*	Payroll Accounting	3†	_____
BUS	230*	Management	3†	_____
BUS	235*	Marketing	3†	_____
CAPP	101*	Short Courses: The Internet	2†	_____
M	108**	Business Math	4†	_____
		Subtotal	18	

FALL SEMESTER 2

Course	No.	Title	Credits	Grade
ACTG	201*	Principles of Financial Accounting	3†	_____
BUS	255*	Legal Environment	3†	_____
CAPP	156*	MS Excel	3†	_____
M	095**	Intermediate Algebra OR		
M	152**	Precalculus Algebra	4+	_____
		Electives	3	_____
		Subtotal	16	

SPRING SEMESTER 2

Course	No.	Title	Credits	Grade
ACTG	202*	Principles of Managerial Accounting	3†	_____
BUS	240*	Advertising	3†	_____
BUS	260*	Entrepreneurship	3†	_____

WRIT	220*	Business and Professional Writing	3†	_____
OO	220	Preparing Resumes OR		
OO	221	Interviewing for Jobs	1†	_____
		Electives	3	_____
		Subtotal	16	

SUGGESTED ELECTIVES – 6 CREDITS REQUIRED

Course	No.	Title	Credits	Grade
ACTG	205*	Computerized Accounting	3	_____
BUS	249	Global Marketing	3	_____
CAPP	112*	Short Courses: MS Powerpoint	1	_____
CAPP	158*	MS Access	3	_____
CIT	229*	Web Page Construction	3	_____
CIT	231*	Web Page Design	3	_____
CIT	250*	Web Page Programming	3	_____
CIT	280*	Desktop Publishing	3	_____

Other electives may be selected with advisor's prior approval.

TOTAL PROGRAM CREDITS – 68~

~ Many students need preliminary math and writing courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.

FUNDAMENTALS OF BUSINESS

CERTIFICATE OF APPLIED SCIENCE DEGREE

Advisor: Marilyn Besich & Teri Dwyer

NOTE: This program is currently under review.
Please contact program advisor for more information.

The Fundamentals of Business program is designed for persons seeking employment in entry-level business positions assisting small business enterprises.

OUTCOMES: GRADUATES ARE PREPARED TO:

- Maintain accounting records;
- Meet the public;
- Manage office functions; and
- Market the business.

The Fundamentals of Business program also offers individuals needing technical business assistance courses to upgrade knowledge and skills.

ESTIMATED RESIDENT PROGRAM COST:

Tuition and Fees	\$3012
Application Fee.....	30
Books/Supplies	1325
TOTAL.....	\$4367

FIRST SEMESTER

Course	No.	Title	Credits	Grade
ACTG	101	Accounting Procedures I	3†	_____
BUS	106	Introduction to Business	3†	_____
COMM	135	Interpersonal Communication	3†	_____
CAPP	120	Introduction to Computers	3†	_____
WRIT	101**	College Writing I	3†	_____
M	108	Business Mathematics	4†	_____
		Subtotal	19	

SECOND SEMESTER

Course	No.	Title	Credits	Grade
ACTG	102*	Accounting Procedures II	3†	_____
BUS	230*	Management	3†	_____
BUS	235*	Marketing	3†	_____
OO	107	Keyboarding Basics	3†	_____
OO	173*	Computer Calculators	1†	_____
		Subtotal	13	

TOTAL PROGRAM CREDITS – 32~

~ Many students need preliminary math, writing, and biology courses before enrolling in the program requirements. These courses may increase the total number of program credits. Students should review their math and English placement before planning out their full program schedules.