

Accounting and Management

Program A5710
CIP 520101

Associate in Applied Science Degree in Business Management

Graduates of the Accounting and Management option of the Management program are awarded the Associate in Applied Science Degree in Business Management. The Management programs equip graduates with specific technical skills as well as a general overview of the field of business.

Successful graduates of the Accounting and Management option will be qualified to obtain entry-level positions in management and accounting, and will be able to:

- analyze and record financial transactions for a business;
- analyze financial statements and prepare managerial reports;
- utilize the computer to record accounting information and perform spreadsheet analysis;
- use terminology common to the business environment for effective communication;
- demonstrate familiarity with software applications used in the industry;
- analyze/resolve problems common to entry-level accounting positions;
- communicate information effectively in both written and oral modes of delivery;
- comprehend how the global economy and international events affect domestic business decisions.

Students may study full-time or part-time, and may receive credit for previous training by applying for credit-by-examination, credit-by-experience, or credit-by-articulation. Contact the Accounting program coordinator for additional information.

Admission to the program requires a high school diploma or its equivalent.

Curriculum

Code	Course (lecture/lab hours)	Credits
BUS 101	Introduction to Business (3/0)	3
MAT 140	Applied College Algebra (4/0) ¹	4
OST 111	Basic Keyboarding Applications (2/2)	3
ENG 101	English Composition I (3/0)	3
— —	Elective	3
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ENG 102	English Composition II (3/0) OR ²	3
ENG 112	English Composition II with Speech (3/0)	
ACC 111	Principles of Financial Accounting (4/0)	4
IST 101	Computer Concepts with Applications (2/2)	3
MKT 101	Principles of Marketing (3/0)	3
HPE 110	Concepts of Health and Fitness (1/2)†	2
— —	General Education elective ³	3
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ACC 112	Principles of Managerial Accounting (4/0)	4
BUS 230	Global Environment of Business (3/0)	3
BUS 209	Business Letter/Report Writing (3/0)	3
ECO 103	Basic Economics (3/0) OR ²	
ECO 111	Macroeconomics (3/0) OR ²	3
ECO 112	Microeconomics (3/0)	
— —	Elective	3
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CIS 175	PC Applications: Spreadsheets (2/2)	3
ACC 207	Computerized Accounting (2/2)	3
BUS 210	Principles of Management (3/0)	3
BUS 296	International Business Practice Firm (1/5) OR	3
BUS —	Business elective	
— —	General Education elective ³	3
		65

NOTE: Electives should be selected in consultation with an academic advisor in order to assure maximum transfer of credits.

¹ Or higher-level mathematics course.

² Select in consultation with an academic advisor.

³ Select course from the following general education categories: Social Science, Humanities, Historical Perspective, Diversity and Global Perspective.

†HPE 111 is an acceptable alternative.

