

A.A.S. - Business

The Associate in Applied Science in Business program is designed for individuals who will be seeking employment in business, management, supervision, accounting, retail, technical, and office occupations or for professional development leading to increased job satisfaction and enhancement.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II.....	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core</i>	<i>21</i>
BUS 100 Introduction to Business	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
ECO 231 Principles of Macroeconomics	3
ECO 232 Principles of Microeconomics.....	3
<i>**Electives (15 hours ACC, BUS, or MST and 6 hours CIS or OAD)</i>	<i>21</i>
ACC, BUS and MST Courses	15
CIS or OAD courses	6
Additional degree requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I.....	2
Total	69

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Accounting option

Accounting is a profession of development, evaluation, and communication of financial and managerial information concerning the performance of a business entity. The Accounting option provides students with the knowledge and technical skills necessary to obtain an entry-level accounting position.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core.....</i>	<i>30</i>
ACC140 Payroll Accounting	3
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113, or OAD 243)	3
ACC 150 Computerized General Ledger	3
BUS 150 Business Math	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
CIS 185 Computer Ethics	3
ECO 231 Principles of Macroeconomics	3
OAD 130 Electronic Calculations	3
** <i>Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)</i>	<i>12</i>
ACC, BUS, ECO, or MST Courses	9
CIS or OAD Courses	3
Additional degree requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Banking and Finance option

The Banking and Finance option is designed for individuals who are preparing to enter the banking industry and for those who are presently employed in the banking industry.

credit hours

Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred).....	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core</i>	<i>24</i>
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113 or OAD 243)	3
ACC 150 Computerized General Ledger	3
BUS 150 Business Math	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
ECO 231 Principles of Macroeconomics	3
OAD 130 Electronic Calculations	3
<i>**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD)...18</i>	
ACC, BUS, ECO, or MST Courses	12
CIS or OAD Courses.....	6
Additional degree requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Management and Supervision option

The Management and Supervision option provides a broad background in the field of business and management. The program is designed for individuals who seek to enter management and supervisory positions in the private or public sector.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core.....</i>	<i>24</i>
BUS 100 Introduction to Business	3
BUS 241 Principles of Accounting I	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
ECO 231 Principles of Macroeconomics	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
MST 215 Small Business Management	3
**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD..18	
ACC, BUS, ECO or MST Courses	12
CIS or OAD Courses	6
Additional degree requirements	3
***ORI 101 Orientation to College	1
WKO 101 Workplace Skill Development I	2
 Total	 69

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Small Business Management option

The Small Business Management option is designed for individuals seeking employment or advancement in retailing and/or management of a small business.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42
<i>Required Business core.....</i>	<i>30</i>
BUS 100 Introduction to Business	3
BUS 175 Retailing	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 275 Principles of Management	3
BUS 285 Principles of Marketing	3
ECO 231 Principles of Macroeconomics	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
MST 215 Small Business Management	3
** <i>Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)...</i>	<i>12</i>
ACC, BUS, ECO, or MST Courses	9
CIS or OAD Courses.....	3
Additional degree requirements	3
***ORI 101 Orientation to College.....	1
WKO 101 Workplace Skill Development I	2
Total	69

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.