

# PROGRAMS OF STUDY

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*Business, Management,  
Administration & Finance*

# PROGRAMS OF STUDY

## BUSINESS, MANAGEMENT, ADMINISTRATION & FINANCE

### ACCOUNTING 001

Associate in Applied Science degree (A.A.S.)  
60 Credit Hours (CH)

Accounting is the study of the basic accounting skills, which can lead to various levels of accounting positions in accounting firms, retail stores, manufacturing, service business, and small business employment as a junior member of an accounting staff, estimator, credit analyst, budget or general accountant, bank teller, and accounts receivable or accounts payable clerk.

#### General Education

15 CH

Students should meet with a college Academic Advisor for selection of specific course requirements for the 15.0 credit hour minimum general education portion of the A.A.S. degree.

See page 51 for A.A.S. general education degree requirements.

#### Required Program Core

36 CH

##### Business (030)

111 Introduction to Business	3
141 Business Mathematics or other Mathematics course (045) 118 or above	3
181 Financial Accounting	4
182 Managerial Accounting	4
204 Computer Apps Intermediate Accounting	1
205 Intermediate Accounting	3
206 Auditing	3
208 Federal Income Tax	3
211 Business Law I <u>OR</u>	3
214 Legal & Social Environment Business	
241 Introduction to Finance	3
250 Computerized Accounting Systems	3

##### CIS (032)

120 Intro to Microcomputers	3
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#### Electives

9 CH

Select three courses from the following Business or CIS disciplines or other recommended courses by a college Academic Advisor:

##### Business (030)

203 Introduction to Cost Accounting (3)	
CIS (032)	
CIS 123 Introduction to Spreadsheets on Microcomputers (3)	
CIS 145 Intro to Data Base on Microcomputers (3)	
CIS 158 Beginning Internet (3)	

**TOTAL PROGRAM MINIMUM CREDIT HOURS 60 CH**

### ACCOUNTING 003

Advanced Certificate (A.C.) 30 Credit Hours (CH)

#### Required Program Core

21 CH

##### Business (030)

111 Introduction to Business	3
181 Financial Accounting	4
182 Managerial Accounting	4
204 Computer Apps Intermediate Accounting	1
205 Intermediate Accounting	3
208 Federal Income Tax	3
241 Introduction to Finance	3

#### Electives

9 CH

Select three courses from the following Business or CIS disciplines or other recommended courses by a college Academic Advisor:

##### Business (030)

141 Business Mathematics (3)	
203 Introduction to Cost Accounting (3)	
206 Auditing (3)	
211 Business Law I (3)	
250 Computerized Accounting Systems	
CIS (032)	
120 Introduction to Microcomputers (3)	
123 Intro to Spreadsheets on Microcomputers (3)	
145 Intro to Data Base on Microcomputers (3)	
158 Beginning Internet (3)	

**TOTAL PROGRAM MINIMUM CREDIT HOURS 30 CH**

### ACCOUNTING 002

Basic Certificate (B.C.) 17 Credit Hours (CH)

#### Required Program Core

17 CH

##### Business (030)

181 Financial Accounting	4
182 Managerial Accounting	4

Select three courses from the following Business or CIS disciplines: 9

##### Business (030)

111 Introduction to Business (3)	
141 Business Mathematics (3)	
203 Introduction to Cost Accounting (3)	
204 Computer Apps Intermediate Accounting (1)	
205 Intermediate Accounting (3)	
206 Auditing (3)	
211 Business Law I (3)	
208 Federal Income Tax (3)	
250 Computerized Accounting Systems (3)	
CIS (032)	
120 Introduction to Microcomputers (3)	
123 Introduction to Spreadsheets on Microcomputers (3)	
145 Intro to Data Base on Microcomputers (3)	
158 Beginning Internet (3)	

**TOTAL PROGRAM MINIMUM CREDIT HOURS 17 CH**

# PROGRAMS OF STUDY

## BUSINESS, MANAGEMENT, ADMINISTRATION & FINANCE

### **BUSINESS ADMINISTRATION/GENERAL BUSINESS 042**

*Advanced Certificate (A.C.) 30 Credit Hours (CH)*

The study of basic Business Administration leads to employment in management positions in business, industry or government such as accounting, economics, finance, labor economics, marketing, and personnel management.

#### **Required Program Core**

**20 CH**

#### **Business (030)**

- 111 Intro to Business 3
- 181 Financial Accounting 4
- 182 Managerial Accounting 4
- 211 Business Law I **OR**
- 214 Legal & Social Environment of Business 3

#### **CIS (032)**

- 120 Intro to Microcomputers 3

#### **Economics (082)**

- 201 Principles of Economics I 3

#### **Electives**

**10 CH**

*Students should meet with a college Academic Advisor for selection of the recommended elective courses shown below:*

#### **Business (030)**

- 203 Introductory Cost Accounting (3)
- 204 Computer Applications in Accounting (1)
- 205 Intermediate Accounting I (3)
- 212 Business Law II (3)
- 230 E-Business (3)
- 231 Principles of Marketing (3)
- 232 Fundamentals of International Business (3)
- 241 Introduction to Finance (3)
- 269 Principles of Management (3)

#### **CIS (032)**

- 101 Intro to Computer Information Systems (3)

#### **Economics (082)**

- 201 Principles of Economics I (3)
- 202 Principles of Economics II (3)

#### **Entrepreneurship (143)**

- 201 Intro to Entrepreneurship (3)
- 202 Opportunity/Recognition/Development (3)

**TOTAL PROGRAM MINIMUM CREDIT HOURS 30 CH**

### **FINANCE 388**

*Advanced Certificate (A.C.) 31 Credit Hours (CH)*

The study of basic financial skills leads to employment as a junior financial analyst, personal financial assistant, financial products sales representative, and credit analyst.

#### **Required Program Core**

**25 CH**

#### **Business (030)**

- 111 Introduction to Business 3
- 141 Business Mathematics or higher 3
- 181 Financial Accounting 4
- 241 Introduction to Finance 3
- 242 Financial Markets & Institutions 3
- 243 Fundamentals of Investment 3
- 244 Personal Finance 3
- 255 Corporate Finance 3

#### **Electives**

**6 CH**

*Students should meet with a college Academic Advisor for selection of elective courses.*

**TOTAL PROGRAM MINIMUM CREDIT HOURS 31 CH**

### **LIBRARY TECHNICAL ASSISTANT 303**

*Associate in Applied Science degree (A.A.S.)  
60 Credit Hours (CH)*

The A.A.S. in Library Science can lead to employment as an assistant to a professional librarian in cataloguing periodicals, multi-media or information services of public, private, industrial, or school libraries.

#### **General Education**

**18 CH**

*Students should meet with a college Academic Advisor for selection of specific course requirements for the general education portion of the A.A.S. degree.*

*See page 51 for A.A.S. general education degree requirements.*

#### **Required Program Core**

**24 CH**

#### **CIS (032)**

- 120 Introduction to Microcomputers 3
- 158 Beginning Internet 3

#### **Library Technology (050)**

- 101 Introduction to Library Procedures 3
- 102 Multi-Media Technologies 3
- 125 Learning Resource/Library Practicum 6
- 201 Library Public Service 3
- 203 Materials Preparation Procedures 3

#### **Electives**

**18 CH**

*Students should meet with a college Academic Advisor for selection of elective courses.*

**TOTAL PROGRAM MINIMUM CREDIT HOURS 60 CH**

# PROGRAMS OF STUDY

## BUSINESS, MANAGEMENT, ADMINISTRATION & FINANCE

### LIBRARY TECHNICAL ASSISTANT 330

*Basic Certificate (B.C.) 12 Credit Hours (CH)*

<b>Required Program Core</b>	<b>12 CH</b>
Library Technology (050)	
101 Introduction to Library Procedures	3
102 Multi-Media Technologies	3
201 Library Public Service	3
203 Materials Preparation Procedures	3
<b>TOTAL PROGRAM MINIMUM CREDIT HOURS</b>	<b>12 CH</b>

### MANAGEMENT/MARKETING 021

*Associate in Applied Science degree (A.A.S.)  
62 Credit Hours (CH)*

The study of basic business skills along with more in-depth study in a chosen field such as management, marketing, or entrepreneurship, can lead to employment as assistant, trainee, supervisor, or manager in manufacturing, merchandising, or service firms, or government service. The A.A.S. also prepares graduates to start a business or improve their operation of a currently existing business.

**General Education** **15 CH**  
*Students should meet with a college Academic Advisor for selection of specific course requirements for the 15.0 credit hour minimum general education portion of the A.A.S. degree.*

*See page 51 for A.A.S. general education degree requirements.*

<b>Required Program Core</b>	<b>29 CH</b>
Business (030)	
111 Introduction to Business	3
141 Business Mathematics <u>OR</u> other Mathematics course (045) 118 or above	3
181 Financial Accounting	4
182 Managerial Accounting	4
211 Business Law I <u>OR</u>	3
212 Business Law II <u>OR</u>	
214 Legal & Social Environment Business	
231 Marketing	3
241 Introduction to Finance	3
269 Principles of Management	3
CIS (032)	
120 Intro to Microcomputers	3

<b>Business Electives</b>	<b>9 CH</b>
<i>Select <u>three</u> courses from the following Business discipline or other recommended courses by a college Academic Advisor:</i>	
Business (030)	
203 Introduction to Cost Accounting (3)	
204 Computer Applications Inter. Accounting (1)	
206 Auditing (3)	
208 Federal Income Tax (3)	
216 Entrepreneurship (3)	
250 Computerized Accounting Systems (3)	
271 Human Resources Management (3)	

### CIS Electives **9 CH**

*The following CIS courses are recommended:*

CIS (032)	
123 Intro to Spreadsheets on Microcomputers (3)	
145 Intro to Data Base on Microcomputers (3)	
158 Beginning Internet (3)	

**TOTAL PROGRAM MINIMUM CREDIT HOURS 62 CH**

### MANAGEMENT/MARKETING 022

*Advanced Certificate (A.C.) 35 Credit Hours (CH)*

<b>Required Program Core</b>	<b>35 CH</b>
Business (030)	
111 Introduction to Business	3
141 Business Math <u>OR</u> Mathematics (045) 118 or above	3
181 Financial Accounting	4
182 Managerial Accounting	4
211 Business Law <u>OR</u>	3
212 Business Law II <u>OR</u>	
214 Legal & Social Environment Business	
231 Marketing	3
241 Introduction to Finance	3
269 Principles of Management	3

CIS (032)	
120 Introduction to Microcomputers	3
English (035)	
101 Composition	3
Speech (095)	
101 Fundamentals of Speech Communication	3
<b>TOTAL PROGRAM MINIMUM CREDIT HOURS</b>	<b>35 CH</b>

### MANAGEMENT/MARKETING 023

*Basic Certificate (B.C.) 18 Credit Hours (CH)*

<b>Required Program Core</b>	<b>6 CH</b>
Business (030)	
111 Introduction to Business	3
141 Business Math <u>OR</u> Mathematics (045) 118 or above	3

<i>Select <u>three</u> additional courses from the Business discipline:</i>	<b>9 CH</b>
Business (030)	
231 Marketing (3)	
236 Advertising (3)	
237 Selling (3)	
258 Small Business (3)	
269 Principles of Management (3)	

<i>Select <u>one</u> of the following Communications courses:</i>	<b>3 CH</b>
English (035)	
101 Composition (3)	
Speech (095)	
101 Fundamentals of Speech Communication (3)	
160 Business and Professional Speech (3)	

**TOTAL PROGRAM MINIMUM CREDIT HOURS 18 CH**