

Business Management and Accounting
Associate of Occupational Studies Degree

23 months

The Business Management and Accounting program prepares students for a variety of responsible managerial positions. Due to the diversity of the program courses, the student will build a strong foundation in accounting, marketing, insurance, finance, electronic commerce and real estate. Objectives of the program are as follows; providing the student with an integrated understanding of business and economic concepts and how these concepts relate to business and social systems; the recognition of ethical responsibilities and accountability; the development of planning, decision-making, and other management functions; the capacity to implement and adapt to change; and development of analytic thinking and leadership style. Graduates are employed in entry-level positions as bookkeepers, clerical assistants, and personal property professionals.

<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>	<u>Course No.</u>	<u>Course Name</u>	<u>Credits</u>
ACC101	Accounting Fundamentals	6.0	MAN223	Internet Commerce	4.0
ACC103	Payroll Accounting	4.0	MAN224	Business Law	4.0
ACC108	Computerized Accounting	3.0	PSY299	Professional Development	4.0
ACC213	Accounting Principles I	6.0	General Education Courses		
ACC217	Managerial Accounting	4.0	ENG101	English Composition	4.0
FIN231	Principles of Finance	4.0	ENG223	Communication Arts	4.0
MAN103	Management Principles	4.0	HIS220	American Civilization	4.0
MAN104	Business Practices	4.0	MAT101	Mathematics	4.0
MAN105	Marketing	4.0	PHI221	Introduction to Logic	4.0
MAN222	Investment Principles	4.0	PSY101	Psychology of Motivation	4.0

Property Management Emphasis:

MAN225	Property Management Fundamentals	4.0
MAN227	Intermediate Property Management	4.0
MAN229	Federal and Contractor Focused Property Management	4.0
MAN280	Property Management Applications	4.0