

BUSINESS

Associate of Science Degree Program

24 months – 96 credit units

The Associate of Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Code Course Title

College Core Requirements

SLS 1105 Strategies for Success 4 credits

CGS 2060C Computer Applications 4 credits

SLS 1321 Career Skills 2 credits

Choose 4 credits from the following list:

OST 1149L Keyboarding 2 credits

OST 2335 Business Communications 4 credits

LIS 2004 Introduction to Internet Research 2 credits

CGS 2501C Applied Word Processing 4 credits

CGS 2573C Applied Spreadsheets 4 credits

MTB 1103 Business Math 4 credits

TOTAL COLLEGE CORE CREDIT HOURS 14

Major Core Requirements: All Concentrations

MAN 1030 Introduction to Business 4 credits

MAN 2021 Principles of Management 4 credits

BUL 2131 Applied Business Law 4 credits

MAN 2300 Introduction to Human Resources 4 credits

MAR 1011 Introduction to Marketing 4 credits

APA 2111 Principles of Accounting I 4 credits

APA 2121 Principles of Accounting II 4 credits

MANP 2501 Capstone Experience 4 credits

Business Administration Concentration Additional Major Core Requirements

FIN 1103 Finance 4 credits

MAR 2305 Customer Relations and Servicing 4 credits

Choose 2 of the following courses:

MAN 2727 Strategic Planning for Business 4 credits

ACG 2178 Financial Statement Analysis 4 credits

ACG 2021 Introduction to Corporate Accounting 4 credits

SBM 2000 Small Business Management 4 credits

APA 2161 Introductory Cost/Managerial Accounting 4 credits

TOTAL MAJOR CORE CREDIT HOURS 48

General Education Requirements

ENC 1101 Composition I 4 credits

ENC 1102 Composition II 4 credits

MAT 1033 College Algebra 4 credits

PSY 2012 General Psychology 4 credits

SPC 2017 Oral Communications* 4 credits

EVS 1001 Environmental Science 4 credits

SLS 1505 Basic Critical Thinking 2 credits

TOTAL GENERAL EDUCATION CREDIT HOURS 26

Approved Elective Requirement 8

To be selected in consultation with the Academic Advisor, Registrar, or Academic Dean to achieve a balanced education program in keeping with the personal objectives and career ambitions of the student.

TOTAL PROGRAM CREDIT HOURS 96

*Online students take SPCP2300 Fundamentals of Interpersonal Communication

JP 2288 Spanish for the Criminal Justice Professional 4

CCJ 2679 Introduction to Victims Advocacy 4

CCJ 2943 Current Issues in Criminal Justice 4

CJE 2670 Introduction to Forensics 4

CCJ 1910 Career Choices in Criminal Justice 4

TOTAL MAJOR CORE CREDIT HOURS 12

General Education Core Requirements

ENC 1101 Composition I 4

ENC 1102 Composition II 4

SPC 2017 Oral Communications* 4

SYG 2001 Principles of Sociology 4

MAT 1033 College Algebra 4

PSY 2012 General Psychology 4

SLS 1505 Basic Critical Thinking 2

AML 2000 Introduction to American Literature 4

EVS 1001 Environmental Science 4

TOTAL GENERAL EDUCATION CREDIT HOURS 34

TOTAL PROGRAM CREDIT HOURS 96

*Online students take SPCP2300 Fundamentals of Interpersonal Communication

COURSE DESCRIPTIONS

Course Numbering System

This institution uses the following course numbering system:

- 1000 – 2999 Lower division (first and second year) courses

Students enrolled in Associate Degree programs take courses in the lower division. The letters that accompany the numbering system normally refer to the course subject matter, such as MAN = Management and PLA = Paralegal.

ACG 2021 – Introduction to Corporate Accounting 4 Quarter Credits

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations.

Prerequisites: APA 2121. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

ACG 2178 – Financial Statement Analysis 4 Quarter Credits

The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. *Prerequisites:* None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

AML 2000 – Introduction to American Literature 4 Quarter Credits

This course concentrates on the major writers of modern American literature. *Prerequisites:* None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

APA 2111 – Principles of Accounting I 4 Quarter Credits

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. *Prerequisites:* None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

APA 2121 – Principles of Accounting II 4 Quarter Credits

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. *Prerequisites:* APA 2111. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

APA 2161 – Introductory Cost/Managerial Accounting 4 Quarter Credits

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. *Prerequisites:* APA 2121. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

BUL 2131 – Applied Business Law 4 Quarter Credits

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. *Prerequisites:* None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 1017 – Criminology 4 Quarter Credits

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. *Prerequisites:* None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 1020 – Introduction to Criminal Justice 4 Quarter Credits

This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system..

Prerequisites: None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 1910 – Career Choices in Criminal Justice 4 Quarter Credits

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. *Prerequisites: CCJ 1020.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 2358 – Criminal Justice Communications 4 Quarter Credits

This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques, written communication, report writing, and testimony will be a part of this course. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 2501 – Juvenile Justice 4 Quarter Credits

Examination of the historical development of concepts of delinquency and modern juvenile court processes, intake services, remedial procedures and the effect of the system are included in this course. *Prerequisites: CCJ 1020.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 2679 – Introduction to Victims Advocacy 4 Quarter Credits

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. *Prerequisites: CCJ 1020 (None for HS Major).* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJ 2943 – Current Issues in Criminal Justice 4 Quarter Credits

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. *Prerequisites: CCJ 1020.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CCJP 2288 – Spanish for the Criminal Justice Professional 4 Quarter Credits

This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CGS 2060C – Computer Applications 4 Quarter Credits

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lecture Hours: 30 Lab Hours: 20 Other Hours: 0

CGS 2501C – Applied Word Processing 4 Quarter Credits

This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. *Prerequisites: CGS 2167C.* Lecture Hours: 30 Lab Hours: 20 Other Hours: 0

CGS 2573C – Applied Spreadsheets 4 Quarter Credits

This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features, and pivot tables. *Prerequisites: CGS 2167C.* Lecture Hours: 30 Lab Hours: 20 Other Hours: 0

CJC 2000 – Introduction to Corrections 4 Quarter Credits

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CJE 1600 – Criminal Investigations 4 Quarter Credits

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CJE 2100 – Policing in America 4 Quarter Credits

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. *Prerequisites: CCJ 1020.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CJE 2580 – Introduction to Interviews and Interrogations 4 Quarter Credits

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and

apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CJE 2670 – Introduction to Forensics 4 Quarter Credits

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. *Prerequisite: CCJ 1020.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CJL 2130 – Criminal Evidence 4 Quarter Credits

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary, and recorded. *Prerequisites: CCJ 1020.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

CJL 2134 – Criminal Procedure and the Constitution 4 Quarter Credits

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, postconviction and appellate processes. A study of the Constitution at work in the court system with current applications. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

DSC 2002 – Introduction to Terrorism 4 Quarter Credits

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

ENC 1101 – Composition I 4 Quarter Credits

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

ENC 1102 – Composition II 4 Quarter Credits

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. *Prerequisites: ENC 1101.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

EVS 1001 – Environmental Science 4 Quarter Credits

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

FIN 1103 – Finance 4 Quarter Credits

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

LIS 2004 – Introduction to Internet Research 2 Quarter Credits

This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. *Prerequisites: None.* Lecture Hours: 10 Lab Hours: 20 Other Hours: 0

MAN 1030 – Introduction to Business 4 Quarter Credits

This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MAN 2021 – Principles of Management 4 Quarter Credits

The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MAN 2031 – Let's Talk Business 2 Quarter Credits

Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. *Prerequisites: None.* Lecture Hours: 20 Lab Hours: 0 Other Hours: 0

MAN 2300 – Introduction to Human Resources 4 Quarter Credits

This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MAN 2727 – Strategic Planning for Business 4 Quarter Credits

Designed to help students to understand how to integrate knowledge of the various business disciplines and

apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. *Prerequisites: MAN 1030 and APA 2121.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MANP 2501 – Capstone Experience 4 Quarter Credits

This course, to be taken within the student's last 24 credits, utilizes a portfolio approach to help document their academic achievements and knowledge acquired from their other business and management courses. This capstone course is a culminating experience in which students, through the development of a professional development portfolio, demonstrate attainment of core business competencies, and connect theory and application in preparation for entry into their chosen career. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MAR 1011 – Introduction to Marketing 4 Quarter Credits

The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MAR 2305 – Customer Relations and Servicing 4 Quarter Credits

This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MAT 1033 – College Algebra 4 Quarter Credits

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

MTB 1103 – Business Math 4 Quarter Credits

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

OST 1149L – Keyboarding 2 Quarter Credits

This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. *Prerequisites: None.* Lecture Hours: 0 Lab Hours: 40 Other Hours: 0

OST 2335 – Business Communications 4 Quarter Credits

Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. *Prerequisites: ENC 1102.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

PSY 2012 – General Psychology 4 Quarter Credits

This course is designed to provide students with a general understanding of the general principles of Psychology and theories underlying modern psychology. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

SBM 2000 – Small Business Management 4 Quarter Credits

This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

SLS – 1105 Strategies for Success 4 Quarter Credits

This course is designed to equip students for transitions in their education and life. Includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. *Prerequisites: None.* Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

SLS 1321 – Career Skills 2 Quarter Credits

A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. *Prerequisites: None.* Lecture Hours: 20 Lab Hours: 0 Other Hours: 0

SLS 1505 – Basic Critical Thinking 2 Quarter Credits

This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. *Prerequisites: None.* Lecture Hours: 20 Lab Hours: 0 Other Hours: 0

SPC 2017 – Oral Communications 4 Quarter Credits

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the

basic elements of communication in order to strengthen students' interpersonal and professional speaking skills.

Prerequisites: None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0

SYG 2001 – Principles of Sociology 4 Quarter Credits

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction.

Prerequisites: None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0