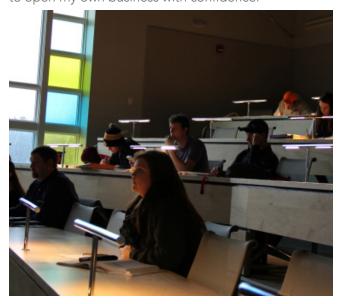
BUSINESS ADMINISTRATION

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

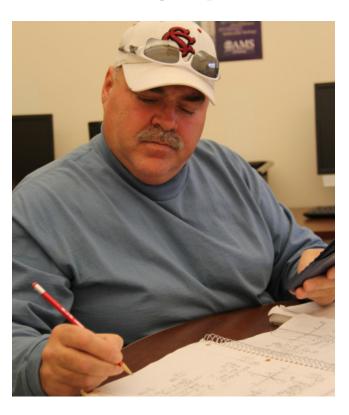
Businesses and well-trained workers are the lifeblood of any economy. Employees with strong interpersonal and technology skills are in demand now more than ever. The Accounting option's primary focus is to prepare students as paraprofessionals who have a wide array of skills and knowledge in the areas of payroll, accounts payable, accounts receivable, inventory, federal taxation, spreadsheets, and databases. Our Marketing and Management option will allow you to hone your creative leadership abilities, while exploring the latest innovations in the world of business.

Accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 240, Overland Park, KS 66211

"When I entered KVCC's Business program, I was not sure what 'business' was even about. Now I want to learn even more. The world is complicated and interesting, and business is everywhere. I plan to get my 4-year degree next, and then I will have the knowledge to open my own business with confidence."



Strategies to promote business



What Business Administration graduates do:

- Manage payroll
 - Provide and assist tax services
 - Manage and analyze budgets
 - Attend four-year institutions
 - Assist management in decision-making
 - Develop business plans
 - Design websites

Career Opportunities:

- Family businesses
- Service and entertainment industries
- Banks
- Manufacturing industries
- Government offices
- Education and training organizations
- Non-profit organizations

For further questions about this program, please contact: <u>bus@kvcc.me.edu</u> or go to: <u>www.kvcc.me.edu/bus</u>

MARKETING/MANAGEMENT

COURSE # COURSE TITLE CREDITS PREREQUISITES (CO-REQUISITES)

Associate in Applied Science Degree First Semester Principles of Accounting I ACC111 3 3 Marketing BUS113* BUS116* Business Law 3 Software Applications I 3 Computer ACCUPLACER score of 76 or CPT117 greater, CPT018, or permission of instructor ENG101 College Composition 3 Min. Accuplacer writing score of 74 College Algebra 3 High school algebra, min. Accuplacer **MAT117** algebra score of 75, or successful completion of MAT031 Second Semester ACC112 Principles of Accounting II ACC111 3 3 BUS115* Principles of Management BUS119* Integrated Marketing Communications 3 COM104 Introduction to Communication OR 3 COM105 Interpersonal Communication MAT225 Math for Business and Economics 3 Minimum grade of "C" in MAT117 Third Semester ACC213 Federal Taxation 3 Principles of Economics I (Macro) 3 ECO113 ECO120* Investment Planning in Our Society 3 A grade of "C" or higher in ENG101 or Business and Professional Writing ENG219 3 **ENG108** Humanities Elective 3 Fourth Semester BUS125* Introduction to E-Commerce 3 BUS218* The Entrepreneur's Guide to Small Business 3 ACC112 Management BUS250* Virtual Office Simulation/Internship Students must have completed 30 credits of their Business Administration option ECO114 Principles of Economics II (Micro) 3 General Education Elective 3 **Total Credits** 63

CRITERIA FOR GRADUATION

Students must complete 63 credits in the Marketing/Management degree and achieve a minimum grade of "C" in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.

Revised: December 15, 2015