

BUSINESS ADMINISTRATION

Strategies to promote business

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."



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: bus@kvcc.me.edu or go to: www.kvcc.me.edu/bus

BUSINESS ADMINISTRATION
DEPARTMENT CHAIR: MARJORIE YORK, 207-453-3604

Accounting Option, Associate in Applied Science Degree

<i>First Semester</i>		<i>Third Semester</i>		
ACC111*	Principles of Accounting I	3	ACC213* Federal Taxation	3
BUS116*	Business Law	3	ACC215* Cost Accounting	3
CPT117*	Software Applications I	3	ACC217* Intermediate Accounting I	3
ENG101	College Composition	3	ECO113 Principles of Economics I (Macro)	3
MAT111	Quantitative Methods	3		
_____	General Education Elective	3	<i>Fourth Semester</i>	
<i>Second Semester</i>			ACC218* Intermediate Accounting II	3
ACC112*	Principles of Accounting II	3	ACC220* Principles of Payroll Administration	3
ACC211*	Accounting Spreadsheet & Database Apps.	3	BUS250* Virtual Office Simulation/ Internship	3
BUS115*	Principles of Management	3	COM104 Introduction to Communication OR	
ENG219	Business and Professional Writing	3	COM105 Interpersonal Communication	3
MAT225	Math for Business and Economics	3	ECO114 Principles of Economics II (Micro)	3
_____	Humanities Elective	3	Total Credits	63

Marketing/Management Option, Associate in Applied Science Degree

<i>First Semester</i>		<i>Third Semester</i>		
ACC111	Principles of Accounting I	3	ACC213 Federal Taxation	3
BUS113*	Marketing	3	ECO113 Principles of Economics I (Macro)	3
BUS116*	Business Law	3	ECO120* Investment Planning in Our Society	3
CPT117	Software Applications I	3	ENG219 Business and Professional Writing	3
ENG101	College Composition	3	_____ Humanities Elective	3
MAT111	Quantitative Methods	3		
<i>Second Semester</i>		<i>Fourth Semester</i>		
ACC112	Principles of Accounting II	3	BUS125* Introduction to E-Commerce	3
BUS115*	Principles of Management	3	BUS218* The Entrepreneur's Guide to Small Business Management	3
BUS119*	Integrated Marketing Communications	3	BUS250* Virtual Office Simulation/Internship	3
COM104	Introduction to Communication OR		ECO114 Principles of Economics II (Micro)	3
COM105	Interpersonal Communication	3	_____ General Education Elective	3
MAT225	Math for Business and Economics	3	Total Credits	63

CRITERIA FOR GRADUATION

Students must complete 63 credits in the Accounting option 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.

Students must complete 63 credits in the Marketing/Management option 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.