

BUSINESS MANAGEMENT TECHNOLOGY242009 Accounting Option

(Effective for students admitted Fall Semester 2006)

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers and Application Software
2540:290 ST: Keyboarding for Skill Development

C	E	R	FIRST YEAR	Credit Hours	Prerequisites
—	—	—	<u>Fall Semester</u>		
—	—	—	2420:104 Introduction to Business in the Global Environment	3	Recommended in first semester
			or		
—	—	—	6100:101 Global Business Concepts and Practices	3	
—	—	—	2420:170 Applied Mathematics for Business	3	Placement by Adviser
—	—	—	2420:211 Basic Accounting I	3	
—	—	—	3300:111 English Composition I	4	Placement by Adviser
—	—	—	6200:250 Microcomputer Applications for Business	<u>3</u>	Placement by Adviser
				16	
			<u>Spring Semester</u>		
—	—	—	2040:240 Human Relations	3	
			or		
—	—	—	3750:100 Introduction to Psychology	3	
—	—	—	2040:247 Survey of Basic Economics	3	
			or		
—	—	—	3250:200 Principles of Microeconomics	3	
—	—	—	2420:212 Basic Accounting II	3	2420:211
—	—	—	2420:218 Automated Bookkeeping	2	2420:211
—	—	—	2440:125 Spreadsheet Software	2	
—	—	—	3300:112 English Composition II	<u>3</u>	3300:111
				16	
			SECOND YEAR		
			<u>Fall Semester</u>		
—	—	—	2420:103 Essentials of Management Technology	3	
—	—	—	2420:213 Essentials of Management Accounting	3	2420:211
—	—	—	2420:214 Essentials of Intermediate Accounting	3	2420:212
—	—	—	2420:243 Survey in Finance	3	2420:211; 2040:247; 2420:170
—	—	—	2420:280 Essentials of Business Law	3	
			or		
—	—	—	6400:220 Legal & Social Environment of Business	3	
—	—	—	3600:120 Introduction to Ethics	<u>3</u>	
				18	
			<u>Spring Semester</u>		
—	—	—	2420:216 Survey of Cost Accounting	3	2420:213
—	—	—	2420:217 Survey of Taxation	4	2420:212
—	—	—	2420:219 Business Accounting Projects	3	2420:212, 213, 216
			or		
—	—	—	2420:245 Business Management Accounting Internship	3	2420:212, 213, 216
—	—	—	2520:101 Essentials of Marketing Technology	3	
—	—	—	2540:263 Professional Communication and Presentations	3	3300:111; or permission
			or		
—	—	—	7600:106 Effective Oral Communication	3	
—	—	—	2540:289 Career Development for Business Professionals	<u>3</u>	
				19	

TOTAL CREDITS - 69

C = Completed E = Exempt R = Required

BUSINESS MANAGEMENT TECHNOLOGY

Accounting Option

Doug Woods - Coordinator

C-217

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Graduates of the associate degree in Business Management Technology - Accounting option are qualified for such positions as Junior Accountant, Accounts Payable Supervisor, Management Trainee, Automated Bookkeeper I, Statistical Clerk, Payroll Clerk, and many others.

Many companies view graduates of the associate degree program as the preferred candidates for paraprofessional positions, such as accounts payable clerk and cost accounting specialist. Graduates have a solid understanding of basic principles of accounting as practiced in the modern automated office environment. These skills can then be successfully transferred to learning the employer's specific systems and methods of processing financial information.

NOTE:

If you are pursuing an associate degree and have completed twelve or more semester credits, we suggest that you schedule an appointment with an academic adviser to transfer into Summit College and to produce a student degree agreement (contract). The degree agreement is a formal statement of the courses that you must complete to satisfy your degree requirements.