

**2009 – 2010 ACADEMIC YEAR  
SCHOOL OF BUSINESS  
&  
ACCOUNTING**

- **DEPARTMENT OF ACCOUNTING &  
FINANCE**
  
- **DEPARTMENT OF BUSINESS  
MANAGEMENT**

**2009 – 2010 ACADEMIC YEAR  
SCHOOL OF BUSINESS  
DEPARTMENT  
OF  
ACCOUNTING & FINANCE**

➤ **AAS in  
ACCOUNTING**

➤ **BBA in  
ACCOUNTING**

*For MINORS available to BBA students majoring in  
ACCOUNTING*

*See the “Minors for BBA Students” Section*

# 2009-2010 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN ACCOUNTING

MAJOR REQUIREMENTS (30 credits)	CREDITS
<b><i>Accounting Requirements (21 credits)</i></b>	
1. AC 161 Principles of Accounting I	<b>3</b>
2. AC 162 Principles of Accounting II	<b>3</b>
3. AC 231 Federal Income Tax I	<b>3</b>
4. AC 350 Cost Accounting	<b>4</b>
5. AC 330 Intermediate Accounting I	<b>4</b>
6. AC 211 Computerized Accounting I	<b>3</b>
7. EC 201 Macroeconomics	<b>3</b>
<b><i>Major Area Electives (at least 9 credits and at least 3 courses)*</i></b>	
1.	<b>3</b>
2.	<b>3</b>
3.	<b>3</b>
*Any course with a prefix of AC, BL, EC, FA, and, with approval, CP	
<b>GENERAL EDUCATION REQUIREMENTS (27credits)</b>	
1. Mathematics	<b>3</b>
2. EN 109 Expository Writing	<b>3</b>
3. EN 110 Composition and Literature (Humanities)	<b>3</b>
4. EN 205 Business Writing	<b>3</b>
5. Liberal Arts Elective or Science	<b>3</b>
6. Liberal Arts Elective or Social Science	<b>3</b>
7. Liberal Arts Elective	<b>3</b>
8. CP 101 Introduction to Information Processing	<b>3</b>
9. CP 125 Electronic Spreadsheet Applications	<b>3</b>
<b>OPEN ELECTIVE (3 credits)</b>	
1.	<b>3</b>
* Classes with prefix of EN, FR, LA, SC, and SP recommended for students who plan to take CPA exam.	

# 2009-2010 ACADEMIC YEAR RECOMMENDED SEQUENCE AAS IN ACCOUNTING

## SEMESTER 1

COURSE #	NAME	CREDITS
AC-161	Principles of Accounting	3
AC-150	Forensic Accounting	3
MA-127	Quantitative Methods	3
CP-101	Introduction to Information Processing	3
EN-109	Expository Writing	3
	<b>Total</b>	<b>15</b>

## SEMESTER 2

COURSE #	NAME	CREDITS
AC-162	Principles of Accounting II	3
BL-101	Business Law I	3
EC-201	Macroeconomics	3
CP-125	Electronic Spreadsheet	3
EN-110	Composition and Literature	3
	<b>Total</b>	<b>30</b>

## SEMESTER 3

COURSE #	NAME	CREDITS
AC-330	Intermediate Accounting I	4
AC-211	Computerized Accounting I	3
AC-231	Federal Income Tax Law and Practice I	3
EN-205	Business Writing	3
LA-xxx	Liberal Arts Elective	3
	<b>Total</b>	<b>46</b>

## SEMESTER 4

COURSE #	NAME	CREDITS
AC-331	Intermediate Accounting II	4
AC-212	Computerized Accounting II	3
LA-120	Speech Communications	3
AC-350	Cost Accounting	4
LA-xxx	Liberal Arts Elective	3
	<b>Total</b>	<b>63</b>

\*Major Area and Open Electives should be chosen based upon advisement and area of concentration.

# 2009-2010 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET BBA IN ACCOUNTING

COURSES	CREDITS	COURSES	CREDITS
<b>MAJOR REQUIREMENTS (at least 60 credits)</b>		<b>OTHER REQUIREMENTS (60 CREDITS)</b>	
<i>Accounting and Auditing (at least 39 credits and at least 13 courses)</i>		<i>Computer Courses (6 credits)</i>	
1. AC 161 Principles of Accounting I	3	1.	3
2. AC 162 Principles of Accounting II	3	2.	3
3. AC 350 Cost Accounting	4		
4. AC 330 Intermediate Accounting I	4	<i>General Education (33 credits) of which nine credits must be in English</i>	
		1. EN _____	3
5. AC 331 Intermediate Accounting II	4	2. EN _____	3
6. AC 428 Managerial Accounting	4	3. EN _____	3
7. AC 340 Advanced Accounting	4	4.	3
8. AC 449 Accounting Theory & Problems	4	5.	3
9. AC 440 Auditing	3	6.	3
10. AC 211 Computerized Accting I	3	7.	3
11. AC 212 Computerized Accting II	3	8.	3
12. AC 231 Federal Income Tax Law and Prac. I	3	9.	3
13. AC 332 Federal Income Tax Law and Prac. II	3	10. MA 140 College Algebra	3
		11. MA 145 Statistics or MA 242 Calculus I	3
<i>Law/Finance/Economics/Management (21 credits)</i>			
1. BL 101 Business Law I	3	<i>Open Electives (21 credits)</i>	
2. BL 102 Business Law II	3	1.	3
3. EC 201 Macroeconomics	3	2.	3
4. EC 203 Microeconomics	3	3.	3
5. FA 302 Finance	3	4.	3
6. MG 205 Introduction to Management Science	3	5.	3
7.	3	6.	3
		7.	3
<b>TOTAL OTHER CREDITS TAKEN:</b>			
<b>TOTAL CREDITS AT LEAST 60</b>		<b>TOTAL OTHER CREDITS TAKEN:</b>	
		<b>TOTAL CREDITS EQUAL 60</b>	
		<b>TOTAL CREDITS MUST EQUAL AT LEAST 120</b>	

# 2009-2010 ACADEMIC YEAR RECOMMENDED SEQUENCE BBA IN ACCOUNTING

## SEMESTER 1

COURSE #	NAME	CREDITS
AC-161	Principles of Accounting	3
AC-150	Forensic Accounting	3
MA-127	Quantitative Methods (or MA-130)	3
CP-101	Introduction to Information Processing	3
EN-109	Expository Writing	3
	<b>Total</b>	<b>15</b>

## SEMESTER 2

COURSE #	NAME	CREDITS
AC-162	Principles of Accounting II	3
BL-101	Business Law I	3
EC-201	Macroeconomics	3
CP-125	Electronic Spreadsheet	3
EN-110	Composition and Literature	3
	<b>Total</b>	<b>30</b>

## SEMESTER 3

COURSE #	NAME	CREDITS
AC-330	Intermediate Accounting I	4
AC-211	Computerized Accounting I	3
AC-231	Federal Income Tax Law and Practice I	3
EN-205	Business Writing	3
LA-xxx	Liberal Arts Elective	3
	<b>Total</b>	<b>46</b>

## SEMESTER 4

COURSE #	NAME	CREDITS
AC-331	Intermediate Accounting II	4
AC-212	Computerized Accounting II	3
LA-120	Speech Communications	3
AC-350	Cost Accounting	4
LA-xxx	Liberal Arts Elective	3
	<b>Total</b>	<b>63</b>

\*Major Area and Open Electives should be chosen based upon advisement and area of concentration.

(CONTINUED)

## 2009-2010 ACADEMIC YEAR RECOMMENDED SEQUENCE BBA IN ACCOUNTING

### SEMESTER 5

COURSE #	NAME	CREDITS
AC-340	Advanced Accounting	4
FA-302	Principles of Finance	3
MA-130	Intermediate Algebra (or MA-140)	3
LA-xxx	Liberal Arts Elective	3
LA-xxx	Liberal Arts Elective	3
<b>Total</b>		<b>79</b>

### SEMESTER 6

COURSE #	NAME	CREDITS
AC-428	Managerial Accounting	4
AC-332	Federal Income Tax Law and Practices II	3
CP-255	Advanced Spreadsheet	3
BL-102	Business Law II	3
LA-xxx	Liberal Arts Elective	3
<b>Total</b>		<b>95</b>

### SEMESTER 7

COURSE #	NAME	CREDITS
AC-449	Accounting Theory and Problems	4
FA-304	Money and Banking	3
MG 205	Introduction to Management Science	3
LA-xxx	Liberal Arts Elective	3
MA-140	College Algebra with Applications	3
<b>Total</b>		<b>111</b>

### SEMESTER 8

COURSE #	NAME	CREDITS
AC-440	Auditing	3
EC-203	Microeconomics	3
CP-130	Database	3
MA-145	Statistics for Business Decisions	3
LA-xxx	Liberal Arts Elective	3
<b>Total</b>		<b>126</b>

\*Major Area and Open Electives should be chosen based upon advisement and area of concentration.

**2009 – 2010 ACADEMIC YEAR  
SCHOOL OF BUSINESS  
DEPARTMENT  
OF  
BUSINESS MANAGEMENT**

- **AAS in  
BUSINESS ADMINISTRATION**
  
- **BBA in  
BUSINESS MANAGEMENT**

*MINORS available to BBA students majoring in BUSINESS  
MANAGEMENT*

- *FINANCE*
- *HUMAN RESOURCES*
- *MARKETING*
- *PROJECT MANAGEMENT*
- *ENTREPRENEURSHIP*
- *RETAILING*

*See the Description of Minors in the  
“Minors for BBA Students” Section*

# 2009-2010 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET AAS IN BUSINESS ADMINISTRATION

COURSES	CREDITS
<b>MAJOR REQUIREMENTS (30 credits)</b>	
<i>Business Requirements (21 credits)</i>	
1. AC 161 Principles of Accounting I	<b>3</b>
2. BL 101 Business Law I	<b>3</b>
3. EC 201 Macroeconomics	<b>3</b>
4. MG 101 Introduction to Business	<b>3</b>
5. MG 201 Principles of Management	<b>3</b>
6. MK 101 Marketing	<b>3</b>
1. MG 285 Integrating Business Concepts	<b>3</b>
<i>Major Area Electives (9 credits)*</i>	
1.	<b>3</b>
2.	<b>3</b>
3.	<b>3</b>
* See Recommended Concentrations <b>or</b> any course with a prefix of AC, BL, EC, FA, HP, MG, or MK	
<b>GENERAL EDUCATION REQUIREMENTS (30 credits)</b>	
1. Mathematics	<b>3</b>
2. EN 109 Expository Writing	<b>3</b>
3. EN 110 Composition and Literature (Humanities)	<b>3</b>
4. EN 205 Business Writing	<b>3</b>
5. Liberal Arts Elective or Science	<b>3</b>
6. Liberal Arts Elective or Social Science	<b>3</b>
7. LA 120 Speech Communications	<b>3</b>
8. CP 101 Introduction to Information Processing	<b>3</b>
9. CP 125 Electronic Spreadsheet Applications	<b>3</b>
10. BT 230 Integrated Business Applications	<b>3</b>
<b>TOTAL CREDITS: (Must Equal at least 60 credits and at least 20 courses)</b>	

**2009-2010 ACADEMIC YEAR  
RECOMMENDED SEQUENCE  
AAS IN BUSINESS ADMINISTRATION**

**SEMESTER 1**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>MG 101</b>	<b>Introduction to Business</b>	<b>3</b>
<b>EN 109</b>	<b>Expository Writing</b>	<b>3</b>
<b>LA 100 or LA 120</b>	<b>College Strategies Speech Communications</b>	<b>3</b>
<b>AC 161 or MK 101</b>	<b>Accounting I Introduction to Marketing</b>	<b>3</b>
<b>CP 101</b>	<b>Introduction to IP</b>	<b>3</b>
		<b>15</b>

**SEMESTER 2**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>MG 201</b>	<b>Principles of Management</b>	<b>3</b>
<b>EN 110</b>	<b>Composition and Literature</b>	<b>3</b>
<b>MA 127 or MA 130</b>	<b>Quantitative Methods Intermediate Algebra</b>	<b>3</b>
<b>AC 161 or MK 101</b>	<b>Accounting I Introduction to Marketing</b>	<b>3</b>
<b>CP 125</b>	<b>Electronic Spreadsheet Applications</b>	<b>3</b>
		<b>15</b>

**SEMESTER 3**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>BL 101</b>	<b>Business Law I</b>	<b>3</b>
<b>EC 201</b>	<b>Macroeconomics</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
<b>LA 120 or LA xxx</b>	<b>Speech Communications Liberal Arts or Social Science</b>	<b>3</b>
<b>BT 230</b>	<b>Integrated Business Applications</b>	<b>3</b>
		<b>15</b>

**SEMESTER 4**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>MG 285</b>	<b>Integrating Business Concepts</b>	<b>3</b>
<b>EN 205</b>	<b>Business Writing</b>	<b>3</b>
<b>LA xxx</b>	<b>Liberal Arts or Social Science</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
		<b>15</b>

# 2009-2010 ACADEMIC YEAR AAS IN BUSINESS ADMINISTRATION CONCENTRATIONS

## Entrepreneurship

In addition to all other Business Administration degree requirements, the *Entrepreneurship* concentration requires successful completion of 9 credits in Entrepreneurship courses after completion of the MG 201 Principles of Management.

### Required Entrepreneurship Minor Courses

9 credits required (courses may be counted as Major Area or Open Electives).

- |          |                             |
|----------|-----------------------------|
| ▪ MG 260 | Entrepreneurship            |
| ▪ MK 204 | Entrepreneurial Marketing   |
| ▪ MG 203 | Managing the Small Business |
| ▪ MG 212 | Business Ethics             |
| ▪ MG 290 | Cooperative Education       |

## Retailing

In addition to all other Business Administration degree requirements, the *Retailing* concentration requires successful completion of 9 credits in Retailing courses after completing MK 101 Introduction to Marketing.

### Required Entrepreneurship Minor Courses

9 credits required (courses may be counted as Major Area or Open Electives).

- |          |                         |
|----------|-------------------------|
| ▪ MK 205 | Retail Management       |
| ▪ MK 207 | Multi-channel Retailing |
| ▪ MK 209 | Retail Operations       |
| ▪ EB 101 | E-Commerce              |
| ▪ MG 212 | Business Ethics         |

# 2009-2010 ACADEMIC YEAR AAS IN BUSINESS ADMINISTRATION CONCENTRATIONS

## Human Resources

In addition to all other Business Administration degree requirements, the *Human Resources* concentration requires successful completion of 6 credits in Human Resources courses, after completing Human Resources Management (MG-211).

### Required Entrepreneurship Minor Courses

9 credits required (courses may be counted as Major Area or Open Electives).

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ MG 217</li> <li>▪ MG 252</li> <li>▪ MG 352</li> <li>▪ MG 250</li> </ul> | <ul style="list-style-type: none"> <li>Compensation and Benefits</li> <li>Recruitment and Selection</li> <li>Human Resource Information Systems Management</li> <li>Human Resources Development</li> </ul> |
|--|--|

## Marketing

In addition to all other Business Administration degree requirements, the *Marketing* concentration requires successful completion of 9 credits after completion of MK 101 Introduction to Marketing.

### Required Marketing Concentration Courses

9 credits required (courses may be counted as Major Area or Open Electives).

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ MK 201</li> <li>▪ MK 202</li> <li>▪ MK 203</li> <li>▪ MK 205</li> </ul> | <ul style="list-style-type: none"> <li>Advertising</li> <li>Salesmanship</li> <li>Product Development</li> <li>Retail Management</li> </ul> |
|--|---|

# 2009-2010 ACADEMIC YEAR AAS IN BUSINESS ADMINISTRATION CONCENTRATIONS

## Finance

In addition to all other Business Management degree requirements, the *Finance* concentration requires successful completion of 9 credits in Finance courses after completion of EC 201 Macroeconomics.

### Required Finance Minor Courses

9 credits required (courses may be counted as Major Area or Open Electives).

- |          |   |
|----------|---|
| ▪ FA 302 | Principles of Finance                     |
| ▪ FA 150 | <i>Personal Finance (to be developed)</i> |
| ▪ FA 304 | Money and Banking                         |
| ▪ FA 305 | Corporate Finance                         |

## Project Management

In addition to all other Business Management degree requirements, the *Project Management concentration* requires successful completion of 6 credits in Project Management and business related courses, after completing Introduction to Project Management (MG-230).

### Required Project Management Minor Courses

6 credits required (courses may be counted as Major Area or Open Electives).

- |          |  |
|----------|--|
| ▪ MG 231 | Project Management Application         |
| ▪ MG 233 | Advanced Project Management            |
| ▪ MG 234 | Certified Associate Project Management |
| ▪ MG 211 | Human Resource Management              |

# 2009-2010 ACADEMIC YEAR AAS IN BUSINESS ADMINISTRATION CONCENTRATIONS

## General

In addition to all other Business Management degree requirements, the *General Management concentration* requires successful completion of 9 credits in Management and business related courses, after completing Introduction to Business (MG-101).

### Required Project Management Minor Courses

9 credits required (courses may be counted as Major Area or Open Electives).

- |          |   |
|----------|---|
| ▪ EB 101 | Introduction to E-Commerce                |
| ▪ FA 150 | <i>Personal Finance (to be developed)</i> |
| ▪ MG 212 | Business Ethics                           |
| ▪ MG 211 | Human Resource Management                 |
| ▪ MK 205 | Retail Management                         |
| ▪ MG 230 | Introduction to Project Management        |
| ▪ MG 290 | Cooperative Education                     |

# 2009-2010 ACADEMIC YEAR CURRICULUM REVIEW WORKSHEET BBA IN BUSINESS MANAGEMENT

COURSES	CREDITS	COURSES	CREDITS
<b>MAJOR REQUIREMENTS (60 credits)</b>		<b>OTHER REQUIREMENTS (60 CREDITS)</b>	
<i>Accounting (6 credits)</i>		<i>Computer Courses (6 credits)</i>	
1. AC 161 Principles of Accounting I	3	1.	3
2. AC 162 Principles of Accounting II or AC 231 Fed Income Tax 1	3	2.	3
<i>Management (24 credits)</i>		<i>General Education (36 credits) of which 12 credits must be in English</i>	
1. MG 101 Introduction to Business	3	1. EN	3
2. MK 101 Introduction to Marketing	3	2. EN	3
3. MG 201 Principles of Management	3	3. EN	3
4. MG 240 International Business	3	4. EN (EN 305 strongly recommended)	3
5. MG 330 Organizational Theory	3	5.	3
6. MG 260 Entrepreneurship	3	6.	3
7. MG 205 Introduction to Management Science	3	7.	3
8. MG 335 Business Policy	3	8.	3
		9.	3
		10.	3
<i>Law/Finance/Economics (12 credits)</i>		11. MA 140 College Algebra	3
1. BL 101 Business Law I	3	12. MA 145 Statistics I or MA-242 Calculus I	3
2. EC 201 Macroeconomics	3		
3. EC 203 Microeconomics	3	<i>Open Electives (18 credits)</i>	
4. FA 302 Finance	3	1.	3
		2.	3
<i>Major-Area Electives (18 credits)</i>		3.	3
*1.	3	4.	3
*2.	3	5.	3
3.	3	6.	3
4.	3		
5.	3	<b>TOTAL OTHER CREDITS TAKEN:</b>	
6.	3	(TOTAL MUST EQUAL 60)	
<b>TOTAL MAJOR AREA CREDITS TAKEN:</b>			
<b>(TOTAL CREDITS MUST EQUAL 60)</b>			
* <i>BL-102 BUSINESS LAW II, FA-304 MONEY &amp; BANKING STRONGLY RECOMMENDED</i>			

**2009-2010 ACADEMIC YEAR  
RECOMMENDED SEQUENCE  
BBA IN BUSINESS MANAGEMENT  
(For Students with an Associate Degree)**

**BBA SEMESTER 1**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>EC 203</b>	<b>Microeconomics</b>	<b>3</b>
<b>MG 240</b>	<b>International Business</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
<b>MA 130</b>	<b>Math</b>	<b>3</b>
		<b>15</b>

**BBA SEMESTER 2**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>MG 260</b>	<b>Entrepreneurship</b>	<b>3</b>
<b>FA 204</b>	<b>Finance</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
	<b>Open Elective</b>	<b>3</b>
		<b>15</b>

**BBA SEMESTER 3**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>AC 162</b>	<b>Accounting or Income Tax</b>	<b>3</b>
<b>MA 140</b>	<b>College Algebra</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
<b>MG/MK</b>	<b>Major Area Elective</b>	<b>3</b>
	<b>Open Elective</b>	<b>3</b>
		<b>15</b>

**BBA SEMESTER 4**

<b>COURSE #</b>	<b>NAME</b>	<b>CREDITS</b>
<b>MG 330</b>	<b>Organizational Theory</b>	<b>3</b>
<b>MG 205</b>	<b>Introduction to Management Science</b>	<b>3</b>
<b>MA 145</b>	<b>Statistics or Calc 1</b>	<b>3</b>
<b>MG 335</b>	<b>Business Policy</b>	<b>3</b>
	<b>Open Elective</b>	<b>3</b>
		<b>15</b>