

**Accounting Paraprofessional***Associate of Applied Science Degree*

64 Credits

**Semester 1**

ACC 210	Accounting I	3
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OCR 105	Occupational Relations	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1

**Semester 2**

ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
ACC 221	Accounting Computer Applications	2
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3
	General Education Courses	3-4

**Semester 3**

ACC 226	Excel in Accounting	2
ACC 227	Computerized Business Accounting	2
ACC 230	Managerial Cost Accounting	3
	General Education Courses	6-9

**Semester 4**

ACC 222	Personal Income Tax	3
ACC 231	Accounting Systems	3
BOT 216	Supervised Work Experience	3
MGT 207	Financial Management	3
	General Education Courses	3-4

**Required General Education Courses**

A minimum of 16 transferable general education credits are required for this degree. Consult the general education section of this catalog for the general education requirements and the list of general education courses that satisfy these requirements.

**Applied Accounting Clerk***Technical Certificate*

30 Credits

**Semester 1**

ACC 210	Accounting I	3
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
OCR 105	Occupational Relations	3
OFP 110	Keyboarding	3
OFP 123	Business Machines	1

**Semester 2**

ACC 214	Computerized Payroll	2
ACC 220	Accounting II	3
ENG 090	Basic Writing	3 OR
ENG 101	English Composition	3
MGT 215	Business Law	3
OFP 142	Business Spreadsheets	3

**BUSINESS TECHNOLOGIES****Program Options**

Associate of Applied Science Degree

Advanced Technical Certificate

Technical Certificate

The Business Technologies program has an Associate of Applied Science Degree option in Marketing and Management, an Advanced Technical Certificate in Marketing and Management, and a Technical Certificate in Business Technology. The AAS Degree in Marketing and Management includes the academic foundations of general education courses in English, communication, human relations, and mathematics with an emphasis on e-commerce and conducting business on the internet. The student who completes this option will have a well-rounded educational experience and a variety of occupational area and advancement opportunities.

The Business Technology Technical Certificate option is appropriate for the student interested in obtaining entry-level skills in a minimum amount of time. Subject areas include sales and customer service, business mathematics, accounting, and other vital entry-level courses. The student who completes this option will make a well-rounded employee in a variety of businesses.

Whichever option the business student may choose, this exciting career field requires strong personal motivation and dedication. When possible, most courses are offered on weekday mornings with the afternoons available for students to participate in the on-the-job sections of the program. The business student is encouraged to join the professional student organization, Collegiate DECA that has an active chapter on campus. The membership dues are \$20 per year.

**Intended Learning Outcomes**

- Understand and apply fundamental marketing concepts including product development and management, pricing analysis and determination, promotion principles and fulfillment strategies relative to channels and physical distribution in contribution to organizational effectiveness and success.
- Identify marketing's strategic and tactical role, both internally and externally, in organizations of all kinds and assist in the creation and execution of marketing plans by monitoring, assessing and adapting business strategies to emerging opportunities in both domestic and global markets.
- Plan, prioritize and manage projects and use appropriate technology and organizational/analytical skills to locate, manage and apply information to solve simple and complex business problems.
- Communicate effectively and confidently through presentations, both written and verbal formats, for a variety of audiences.
- Apply concepts, methods, processes and functions of management to business operations.
- Analyze information and make decisions that support the organization's mission and help the business to successfully adapt to a changing environment.
- Analyze, evaluate and act on creative ideas to grow the business
- Establish and maintain efficient business operations.
- Manage the financial resources and systems of a small business.
- Solve problems individually and in a team environment.

**Program Costs**

In addition to the semester registration fees, a Business Technologies student can expect to spend approximately \$750 on books and supplies for the certificate program and \$1800 for the Advanced Technical Certificate and the Associate of Applied Science degree program.

**Industry Testing for Certification**

Prospective graduates are required to sit for proficiency exams at the conclusion of their program, usually in their fourth semester. In accordance with the Idaho state standards for Professional-Technical education, students must successfully complete the A\*S\*K Certification exam in Entrepreneurship and Management. The cost of this testing is not expected to exceed \$50 per student. A technology fee covering the cost of this exam in the semester in which the student completes the exam will be assessed at that time. This technology fee covers the cost of the student sitting for this certification exam.

<b>Marketing and Management Electives</b>		<i>Credits</i>
MKT 123	Practicum I	1
MKT 124	Practicum II	1
MKT 221	Practicum III	1

**Marketing and Management**

*Associate of Applied Science Degree* 76 Credits

<b>Semester 1</b>		
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3
	General Education Course	3

<b>Semester 2</b>		
BOT 152	Leadership II	1
ECO 100	Economic Issues	3 OR
MKT 115	Applied Economics	3
MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3

<b>Summer Term</b>		
	General Education Courses	3-7

<b>Semester 3</b>		
ACC 210	Accounting I	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	3
	General Education Courses	6

<b>Semester 4</b>		
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MKT 202	Entrepreneurship	3
MKT 222	Practicum IV	1
	General Education Courses	3-4

<b>Required General Education Courses</b>		
COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
MAT 123	Mathematics in Modern Society	4
PSY 101	Introduction to Psychology	3 *
SOC 101	Introduction to Sociology	3 *

*\*Student may petition to take an alternate general education course in lieu of PSY 101 or SOC 101 only.*

**MARKETING AND MANAGEMENT**

*Advanced Technical Certificate* 60 Credits

<b>Semester 1</b>		
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
MAT 105	Business Mathematics	3
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3

<b>Semester 2</b>		
BOT 152	Leadership II	1
ECO 100	Economic Issues	3 OR
MKT 115	Applied Economics	3
MKT 103	Sales and Customer Service	3
MKT 125	Introduction to Marketing Strategies	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3

<b>Semester 3</b>		
ACC 210	Accounting I	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	3

<b>Summer Term</b>		
	General Education Courses	3-6

<b>Semester 4</b>		
MKT 202	Entrepreneurship	3
MGT 206	Small Business Management	3
MGT 207	Financial Management	3
MGT 215	Business Law	3
MKT 222	Practicum IV	1

**REQUIRED GENERAL EDUCATION COURSES**

COM 101	Fundamentals of Speech	3
ENG 101	English Composition	3
OCR 105	Occupational Relations	3 OR
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

**Business Technology**

*Technical Certificate* 35 Credits

<b>Semester 1</b>		
BOT 151	Leadership I	1
CIS 101	Computer Information Systems	3
COM 101	Fundamentals of Speech	3
MAT 105	Business Mathematics	3
MGT 121	Principles of Management	3
MKT 112	Introduction to Marketing	3
OCR 105	Occupational Relations	3 OR
PSY 101	Introduction to Psychology	3 OR
SOC 101	Introduction to Sociology	3

<b>Semester 2</b>		
ACC 110	Quickbooks for the Office	3 OR
ACC 210	Accounting I	3
BOT 152	Leadership II	1
ENG 101	English Composition	3
MKT 103	Sales and Customer Service	3
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3