

Required General Education Courses

| | | |
|---------|-------------------------------|----|
| 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 either PSY 101 or SOC 101 only.

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 |
| OFP 118 | Word Processing | 3 |
| OFP 142 | Business Spreadsheets | 3 |



BUSINESS TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters, one summer term

Advanced Technical Certificate: four semesters, one summer term

Technical Certificate: two semesters

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, Delta Epsilon Chi (DEC) that has an active chapter on campus. The membership dues are \$20 per year.

Program Costs

In addition to the semester registration fees, a Business Technologies student can expect to spend approximately \$400 to \$500 on books and supplies for the certificate program and \$900 to \$1200 for the Advanced Technical Certificate and the Associate of Applied Science degree program. Graduates are required to sit for proficiency exams at the conclusion of their program. Information regarding costs and dates for the exams will be posted in the online catalog and available from the program instructor(s).

Marketing and Management Electives

| | | |
|---------|---------------|----------------|
| | | <i>Credits</i> |
| MKT 123 | Practicum I | 1 |
| MKT 124 | Practicum II | 1 |
| MKT 221 | Practicum III | 1 |
| MKT 222 | Practicum IV | 1 |

Marketing and Management

Associate of Applied Science Degree 70 Credits

Semester 1

| | | |
|---------|------------------------------|---|
| 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 |

Semester 2

| | | |
|---------|--------------------------------------|---|
| BOT 152 | Leadership II | 1 |
| ECO 100 | Economic Issues | 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 |

Summer Term

General Education Courses 3-7

Semester 3

| | | |
|---------|---------------------------|---|
| 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 |

Semester 4

| | | |
|---------|---------------------------|-----|
| 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 |

Business, Office, and Technology

Required General Education Courses

| | | |
|---------|-------------------------------|-----|
| 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 63 Credits

Semester 1

| | | |
|---------|------------------------------|---|
| 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 |

Semester 2

| | | |
|---------|--------------------------------------|---|
| BOT 152 | Leadership II | 1 |
| ECO 100 | Economic Issues | 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 |

Semester 3

| | | |
|---------|---------------------------|---|
| ACC 210 | Accounting I | 3 |
| MGT 216 | Human Resource Management | 3 |
| MKT 120 | Marketing on the Internet | 3 |
| MKT 214 | Business Advertising | 3 |

Summer Term

| | |
|---------------------------|-----|
| General Education Courses | 3-6 |
|---------------------------|-----|

Semester 4

| | | |
|---------|---------------------------|---|
| 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 |

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

Semester 1

| | | |
|---------|------------------------------|------|
| 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 |

Semester 2

| | | |
|---------|----------------------------|------|
| 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 |



COMPUTER NETWORKING TECHNOLOGIES

Length of Program

Associate of Applied Science Degree: four semesters, summer term;
Postsecondary Technical Certificate: two semesters

Industry Partners at EITC

EITC is a Novell Education Academic Partner (NEAP), a Microsoft IT Academy, a Cisco Networking Academy Program Regional Academy (CNAP) and a member of the CompTIA Jobs+ program. These partnerships ensure that the instructors use industry-authorized curriculum and are qualified to teach various Computer Networking Technologies options. Students who successfully complete their program of study and pass the specific industry certification exams are prepared to enter one of the most dynamic and potentially lucrative job markets in today's world economy.

Pathways to Computer Networking Employment

The two-year program assumes an intermediate level of computer knowledge at the beginning of the program. Students may demonstrate this level of knowledge with an IC3 certification, successfully passing CIS 101 with a grade of "B" or better, or equivalent training and expertise demonstrated by passing a challenge exam.

General education courses provide the opportunity for students to develop critical and creative thinking, computation, and communication skills. This degree prepares students for supervisory responsibilities as well as technical employment. Courses in the first and second semesters provide the foundation for the industry-specific courses offered in the third and fourth semesters. It is strongly recommended that all students complete as many general education courses as possible prior to entering the third semester.

Entry into the third semester is dependent upon successful completion of all CNT courses required in the first and second semesters and requires instructor approval. In the event that more than 20 students qualify and elect to pursue the specialization, admission into that specialization will be based upon the overall GPA earned in the first