

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

Technical Certificate: two semesters

The Business Technologies program has an Associate of Applied Science Degree option in Marketing and Management and a Business Technology Certificate. 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 on books and supplies for the certificate program and \$900 for the degree program.

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

ACC 110	Quickbooks for the Office	3 OR
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

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.

Business, Office, and Technology



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
OFP 141	Business Presentations	3
OFP 142	Business Spreadsheets	3
MKT 125**	Introduction to Marketing Strategies	3
MGT 216	Human Resource Management	3
MKT 120	Marketing on the Internet	3
MKT 214	Business Advertising	3
ACC 210	Accounting I	3

Summer Term

General Education Courses	3-6
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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

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 and second semesters.

