

BUSINESS ADMINISTRATION

Strategies to promote business

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Businesses and well-trained workers are the lifeblood of any economy. Employees with strong interpersonal and technology skills are in demand now more than ever. The Accounting option's primary focus is to prepare students as paraprofessionals who have a wide array of skills and knowledge in the areas of payroll, accounts payable, accounts receivable, inventory, federal taxation, spreadsheets, and databases. Our Marketing and Management option will allow you to hone your creative leadership abilities, while exploring the latest innovations in the world of business.

Accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 240, Overland Park, KS 66211

"When I entered KVCC's Business program, I was not sure what 'business' was even about. Now I want to learn even more. The world is complicated and interesting, and business is everywhere. I plan to get my 4-year degree next, and then I will have the knowledge to open my own business with confidence."



What Business Administration graduates do:

- Manage payroll
- Provide and assist tax services
- Manage and analyze budgets
- Attend four-year institutions
- Assist management in decision-making
- Develop business plans
- Design websites

Career Opportunities:

- Family businesses
- Service and entertainment industries
- Banks
- Manufacturing industries
- Government offices
- Education and training organizations
- Non-profit organizations

For further questions about this program, please contact: bus@kvcc.me.edu or go to:

www.kvcc.me.edu/bus

ACCOUNTING

COURSE #	COURSE TITLE	CREDITS	PREREQUISITES (CO-REQUISITES)
Associate in Applied Science Degree			
<i>First Semester</i>			
— —	ACC111* Principles of Accounting I	3	
— —	BUS116* Business Law	3	
— —	CPT117* Software Applications I	3	Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor
— —	ENG101 College Composition	3	Min. Accuplacer writing score of 74
— —	MAT117 College Algebra	3	High school algebra, min. Accuplacer algebra score of 75, or successful completion of MAT031
— —	_____ General Education Elective	3	
<i>Second Semester</i>			
— —	ACC112* Principles of Accounting II	3	ACC111
— —	ACC211* Accounting Spreadsheet & Database Apps.	3	ACC111 and CPT117 with grade of "C" or better (ACC112)
— —	BUS115* Principles of Management	3	
— —	ENG219 Business and Professional Writing	3	A grade of "C" or higher in ENG101 or ENG108
— —	MAT225 Math for Business and Economics	3	Minimum grade of "C" in MAT117
— —	_____ Humanities Elective	3	
<i>Third Semester</i>			
— —	ACC213* Federal Taxation	3	
— —	ACC215* Cost Accounting	3	ACC112 with grade of "C" or better
— —	ACC217* Intermediate Accounting I	3	ACC112 with grade of "C" or better
— —	ECO113 Principles of Economics I (Macro)	3	
<i>Fourth Semester</i>			
— —	ACC218* Intermediate Accounting II	3	ACC112 with grade of "C" or better
— —	ACC220* Principles of Payroll Administration	3	ACC112 with a grade of "C" or better
— —	BUS250* Virtual Office Simulation/Internship	3	Students must have completed 30 credits of their Business Administration option
— —	COM104 Introduction to Communication OR		
— —	COM105 Interpersonal Communication	3	
— —	ECO114 Principles of Economics II (Micro)	3	
	Total Credits	63	

CRITERIA FOR GRADUATION

Students must complete 63 credits in the Accounting degree and achieve a minimum grade of "C" in designated common and program core courses (*). Students must attain a final GPA of 2.0 or higher.

Revised: February 26, 2017