**Business Management - Associate of Applied Science, Accounting/Bookkeeping Concentration**

A grade of C- or better required in all courses.

**Total Credits Required for Degree: 60**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCIS 110</td>
<td>Fundamentals of Information Literacy and Systems</td>
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</tr>
<tr>
<td>BMGT 205</td>
<td>Customer Service in Business</td>
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<tr>
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<td>Business Math</td>
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<td>BMGT 240</td>
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<tr>
<td>BOT 213</td>
<td>Word Processing I</td>
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<tr>
<td>BOT 239</td>
<td>Personal Development</td>
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<tr>
<td>BUSA 111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>COMM 265G or COMM 253G</td>
<td>Principles of Human Communication or Public Speaking</td>
<td>3</td>
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<tr>
<td>ECON 201G or ECON 251G or ECON 252G</td>
<td>Introduction to Economics or Principles of Macroeconomics or Principles of Microeconomics</td>
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<tr>
<td>ENGL 111G</td>
<td>Rhetoric and Composition</td>
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<tr>
<td>ENGL 203G</td>
<td>Business and Professional Communication</td>
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<td>MGT 201</td>
<td>Introduction to Management</td>
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<tr>
<td>OECS 215</td>
<td>Spreadsheet Applications</td>
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<tr>
<td>ACCT 221</td>
<td>Principles of Accounting I (Financial)</td>
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<td>BLAW 230</td>
<td>Business Law</td>
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<tr>
<td>BMGT 221</td>
<td>Internship I</td>
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<td>BOT 140</td>
<td>Payroll Accounting</td>
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<td>BOT 205</td>
<td>Microcomputer Accounting I</td>
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<td>BOT 241</td>
<td>Auditing and Business Issues</td>
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<td>FIN 206</td>
<td>Introduction to Finance</td>
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**Second Year**

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<tr>
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<tr>
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<td>Microcomputer Accounting I</td>
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<tr>
<td>BMGT 239</td>
<td>Personal Development</td>
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<tr>
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<tr>
<td>BMGT 221</td>
<td>Internship I</td>
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<tr>
<td>BMGT 240</td>
<td>Human Relations</td>
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<tr>
<td>BOT 140</td>
<td>Payroll Accounting</td>
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<tr>
<td>OECS 215 or OECS 220</td>
<td>Spreadsheet Applications or Database Application and Design</td>
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**Total Credits: 60**

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<td><strong>First Year</strong></td>
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<tr>
<td><strong>Fall</strong></td>
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