



Associate of Occupational Studies Degree

## BUSINESS ADMINISTRATION & ACCOUNTING

Program available at the Fort Collins, Longmont, CO and Cheyenne, WY campuses

As technology continues to change the modern workplace, the role of today's office professional will continue to evolve. Office professionals need to excel in written and oral communication, interpersonal skills, organizational and managerial ability, accounting, computers and general business knowledge. Today's office needs personnel who are adaptable problem-solvers — ready to take on the challenges of new and ever-changing technologies.



### Program Objective

This program is designed to provide multiple entry-level employment options into the fields of Business and/or Accounting.

Students will obtain a wide background in both business administration procedures and accounting concepts for careers in data entry, computer operations, computerized accounting, bookkeeping, and additional office-related positions such as payroll and office management.

### Employment Outlook

According to the Bureau of Labor Statistics, employment in the Business and Accounting fields are expected to **increase by 3% to 6%**, about as fast as average, or better than average, through 2024, depending on your profession of choice.\*

*\*These national statistics are not geographically assigned. For more information, please see IBMC's Career Services Department. Percentages are reported for financial clerks (6%) and general office clerks (3%).*

### Course Area / Minimum Credit Hours

#### ACCOUNTING / 24

- (4) ACC111 Principles of Accounting I
- (4) ACC112 Principles of Accounting II
- (4) ACC113 Principles of Accounting III
- (4) ACC114 Payroll Accounting
- (4) ACC121 Intermediate Accounting
- (4) ACC222 Managerial Accounting

#### BUSINESS / 23

- (4) BUS112 Introduction to Business & Customer Service
- (4) BUS115 Leadership
- (4) BUS130 Marketing Awareness
- (4) BUS210 Externship
- (4) CMS111 Career Marketing Strategies
- (3) OPP111 Office Procedures

#### COMPUTER SKILLS / 24

- (3) CIS110 Fundamental Computer Skills
- (3) CIS114 Introduction to Databases
- (3) CIS117 Microcomputer Applications for Accounting
- (3) CIS121 Introduction to Spreadsheets
- (3) CIS125 Spreadsheet Applications
- (3) KBD111 Beginning Keyboarding
- (3) KBD115 Keyboarding Skill Development
- (3) WPP111 Introduction to Word Processing

#### GENERAL EDUCATION / 20

- (4) ENG121 English Communications\*
- (4) ENG125 Written Communications\*
- (4) MTH120 College Mathematics\*
- (4) PSY107 Psychology of Success
- (4) SPH111 Principles of Speech\*

#### TOTAL CREDITS / 91

*\*Meets General Education Requirements for A.O.S. Degree*

#### Instructor/Student Ratio:

- Theory class: 1 instructor per 30 students
- Lab class: 1 instructor per 16 students

#### Career Potential

Graduates can be employed by/may work as: department supervisors, government agencies, real estate firms, mortgage companies, insurance companies, retail management, human resource assistants, bookkeeping, banking, clerical supervisors, small business owner/manager, and accounts payable/receivable.

School of BUSINESS



- Fort Collins
- Greeley
- Longmont
- Colorado Springs
- Cheyenne

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