



- Fort Collins
- Greeley
- Longmont

ibmc.edu



Associate of Occupational Studies Degree

## BUSINESS ADMINISTRATION & ACCOUNTING

Program available at the Longmont campus

As technology continues to change the modern workplace, the role of the 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. The office of today 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 / Career Potential

- As fast as average of all occupations through 2026, depending on your profession of choice — **an employment increase of 3%-9%.\***
- 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.

\*U.S. Bureau of Labor Statistics Occupational Outlook Handbook: Information Clerks, Customer Service Representatives, Financial Clerks or Receptionists. For more information, please see IBMC's Career Services Department.



### → 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 / 19

- (4) BUS112 Introduction to Business & Customer Service
- (4) BUS115 Leadership
- (4) BUS130 Marketing Awareness
- (4) BUS210 Externship
- (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 / 24

- (4) CMS111 Career Marketing Strategies
- (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

#### TOTAL WEEKS / 80

\*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

#### Gainful Employment Disclosures – 2019

**Program:** Business Administration and Accounting Degree **Length:** 80 weeks

**Cost:** \$35,100\* **Fees:** \$100\* in program kit fee

\*If completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed. Of the students who completed this program within normal time, the typical graduate leaves with \$24,546 of debt.

The following States do not have licensure requirements for this profession: CO

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please go to: <https://collegescorecard.ed.gov/>



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