

Business Administrative Services Program of Study

Students who wish to complete the Business Administrative Services program of study must complete the four courses described below. Students who complete this program are eligible to take several Microsoft Office Specialist – or MOS – certification exams.

Principles of Business Administration and Management - 5000

Program Description: Principles of Business Administration and Management is the introductory course in all four business pathways. It is also the course that is a pre-requisite for Advanced Business Management, Course No. 5160, and the Management Capstone course, which are the two courses required to complete the CCPS **Management** pathway. The Management Pathway is designed to prepare students for Business Administration and Management studies in college. **Business Administration and Management is the No. 1 College major in the United States.** Students will have the opportunity to take the CLEP exam in *Principles of Management*. If students obtain the required score, they may earn 3 college credits.

Students Will Learn:

- The roles and work of managers.
- The historical development of management.
- Major management theorists and theories.
- Effective supervision.
- The importance of leadership.
- The planning function.
- The organizing function.
- The implementing function.
- The controlling function.
- The social and ethical environment of business.
- Economic environment of business.
- International environment of business.
- The forms of business ownership.

- Legal aspects of managing a business.
- Technology and information management.
- Business communications.

Principles of Accounting - 5050

1. Recognize and define basic accounting principles, concepts, and terminology using Generally Accepted Accounting Principles (GAAP) as it applies to assets, liabilities, and owner's equity.
2. Explain the forms of businesses and the purpose of all steps of the accounting cycle for the different types of business entities.
3. Apply basic accounting principles to analyze and record financial transactions for a sole proprietorship.
4. Generate financial statements for different types of business operations and ownership structures.
5. Use Microsoft Excel and other software for simple accounting.
6. Apply internal controls to maintain and protect cash within the organization, including accurately preparing checks, deposits slips and bank reconciliations.
7. Assess the financial condition and operating results of a company by analyzing and interpreting balance sheets, income statements, and other information to make informed business decisions.
8. Discuss ethical and legal issues in business and accounting such as the Federal Sentencing Guidelines for Organizations (FSGO) and the Sarbannes Oxley Act (SOX).
9. Discuss careers in accounting and identify the role that accountants play in business and society.

Office Systems Management (Excel/Access) - 5100

The Office Systems Management (Excel/Access) course provides students with a study of advanced skills using Microsoft's leading business productivity software to create spreadsheets and databases. Students will be expected to think analytically, manipulate information, and use the computer as a productivity tool through integrated application programs. Expertise in technology will contribute to students' future career mobility, advancement potential, compensation and job satisfaction. Industry standard office equipment and Microsoft Office software will be used in this course. When students complete this course, they will be able to obtain the advanced competencies to take the Microsoft Office Specialist exam for industry certification in MS Excel and/or MS Access.

Office Systems Management (Word/PowerPoint) - 5030

The Office Systems Management (Word/PowerPoint) course provides students with a study of advanced business practices, information systems and computer applications. Students develop managerial and technical skills for business support operations through applied learning. Problem-solving skill development is incorporated throughout the course. Competencies include: applying emerging technologies in order to complete appropriate office operations; using advanced desktop publishing and word processing software in order to create business documents and professional presentations; exhibiting appropriate interpersonal knowledge of acceptable values and behaviors in order to become ethically responsible employees and developing an appreciation of diversity in the workplace. Industry standard office equipment and Microsoft Office software will be used in this course. When students complete this course, they will be able to obtain the advanced competencies to take the Microsoft Office Specialist exam for industry certification in MS Word and/or MS PowerPoint.