

BUSINESS, MANAGEMENT, MARKETING & TECHNOLOGY CAREER PATHWAY

This pathway includes careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. These may include advertising, entrepreneurship, sales, computer/information systems, human resources, office administration, economic and management and retailing.

DEGREES/CERTIFICATES:

- Accounting/Finance
- Business Administration
- Business Skills
- Management
- Marketing
- Computer Programming Specialist
- Microcomputer Applications Specialist
- Microsoft Office User Specialist
- Networking Specialist
- Office Automation Specialist

TRANSFER PROGRAMS

The first two years of a student's college education usually consists of general education courses, introductory courses in a major and/or program of study, and selected electives. See an academic advisor for a transfer guide sheet to the college/university of your choice. The guide sheet identifies JCC courses that transfer in your program of study. Refer to pages 38-40 for additional information on transfer and MACRAO.

Sample curricula for some transfer programs are:

- Associate in Arts - Business
- AAS: Accounting or Business Administration to Siena Heights University
- Transfer – Computer Science

ACCOUNTING/FINANCE — ASSOCIATE IN APPLIED SCIENCE

Accountants and auditors prepare, analyze and verify financial reports and taxes and monitor information systems that furnish this information to managers in business, industry and government.

The Accounting/Finance major prepares students for initial employment and develops competencies for those already in the field. Students develop skills in the posting and recording of financial data, use of computers, preparation of financial statements and reports, interpretation of financial information, and develop effective supervisory and communicative techniques and skills.

Typical job opportunities and places of employment are: junior accountant with public accounting firms, banks and other financial institutions, educational institutions and other profit and not-for-profit organizations.

Minimum credits:63
Minimum cumulative GPA:2.0
Minimum JCC credits:12
MACRAO agreement:No

GENERAL EDUCATION — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra or higher3
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SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology4
CEM 121 Chemistry of Life4
CEM 131 General Chemistry4
CEM 141 General Inorganic Chemistry5
GEL 160 Introduction to Geology4
NSC 131 Contemporary Science4
PHY 131 Conceptual Physics4
PHY 151 Astronomy4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ECN 231 Macroeconomics3
ECN 232 Microeconomics3

HUMANITIES — (3 credits)

Choose one of the following:

ART 112 Art History: Renaissance-Present3
ENG 236 Women in a Changing Society3
ENG 246 Short Story and Novels3
ENG 247 Poetry and Drama3
ENG 249 African American Literature3
ENG 252 Shakespeare3
ENG 255 American Literature 19th Century3
ENG 256 American Literature 20th Century3
ENG 257 World Literature I3
HUM 131 Cultural Connections3
MUS 131 Understanding Music3
PHL 231 Introduction to Philosophy3
PHL 232 Logic3
THR 116 Introduction to Theatre3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness1
 HPF 168 Weight Training & Conditioning2
 HPF 221 Jazz Techniques3
 HPF 277 Stress Management2
 HPF 278 Stress Management for Parents2

BUSINESS RELATED REQUIREMENTS — (22 credits)

ACC 231 Principles of Accounting I4
 BUS 101 Principles of Marketing3
 BUS 131 Introduction to Business3
 BUS 135 Business Law I3
 BUS 234 Principles of Management3
 ENG 232 Technical and Business Writing3
 ITE 101 Information Technology Education3

ACCOUNTING CORE REQUIREMENTS — (24 credits)

ACC 115 Payroll Accounting2
 ACC 145 Business Tax Accounting3
 ACC 232 Principles of Accounting II4
 ACC 234 Managerial Accounting4
 ACC 240 Intermediate Accounting4
 ACC 245 Internship3
 FIN 100 Introduction to Wall Street1
 FIN 210 Principles of Finance3

ACCOUNTING/FINANCE — CERTIFICATE

This 30-hour program prepares students for bookkeeping and related occupations. Job opportunities exist for audit clerks, general accounting clerks, credit card clerks in hotels and restaurants, general ledger bookkeepers and many more. Learn to keep accounting records and compile reports using computers and calculators; prepare payrolls, tax reports; compute, type, and mail monthly statements, keep general ledgers, and perform many other accounting functions.

Minimum credits:30
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

ENG 131 Writing Experience3
 ENG 232 Technical & Business Writing3
 MTH 120 Beginning Algebra3
 • or higher mathematics course

ACCOUNTING/FINANCE CORE REQUIREMENTS — (20 credits)

ACC 115 Payroll Accounting2
 ACC 231 Principles of Accounting I4
 ACC 232 Principles of Accounting II4
 FIN 100 Introduction to Wall Street1
 FIN 210 Principles of Finance3
 ITE 101 Information Technology Education3
 ITE 130 Microsoft Excel3

ELECTIVES

Select electives from courses in ACC, BUS, ECN, FIN, or ITE in order to meet 30 credits required for certificate.

BUSINESS ADMINISTRATION — ASSOCIATE IN APPLIED SCIENCE

This is a broad-based program of business studies. This program allows the student to customize a program of study that meets the specific employment and/or transfer needs of the student.

Minimum credits:60
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience3

MATHEMATICS — (3 credits)

MTH 112 Business Math3
 • or MTH 120 Beginning Algebra4

SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology4
 CEM 121 Chemistry of Life4
 CEM 131 General Chemistry4
 CEM 141 General Inorganic Chemistry5
 GEL 160 Introduction to Geology4
 NSC 131 Contemporary Science4
 PHY 131 Conceptual Physics4
 PHY 151 Astronomy4

SOCIAL SCIENCE — (3 credits)

Choose one of the following:

ECN 231 Macroeconomics3
 ECN 232 Microeconomics3

HUMANITIES — (3 credits)

Choose one of the following:

ART 112 Art History: Renaissance-Present3
 ENG 236 Women in a Changing Society3
 ENG 246 Short Story and Novels3
 ENG 247 Poetry and Drama3
 ENG 249 African American Literature3
 ENG 252 Shakespeare3
 ENG 255 American Literature 19th Century3
 ENG 256 American Literature 20th Century3
 ENG 257 World Literature I3
 HUM 131 Cultural Connections3
 MUS 131 Understanding Music3
 PHL 231 Introduction to Philosophy3
 PHL 232 Logic3
 THR 116 Introduction to Theatre3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness1
 HPF 168 Weight Training & Conditioning2
 HPF 221 Jazz Techniques3
 HPF 277 Stress Management2
 HPF 278 Stress Management for Parents2

BUSINESS CORE REQUIREMENTS — (22 credits)

Choose from the following:

ACC 216 Financial Accounting Concepts4
 or ACC 231 Principles of Accounting I4
 BUS 101 Principles of Marketing3
 BUS 131 Introduction to Business3
 BUS 135 Business Law I3
 BUS 234 Principles of Management3
 ENG 232 Business and Technical Writing3
 ITE 101 Information Technology Education3

ELECTIVES — (21 credits)

Choose from the following:

ACC 115 Payroll Accounting2
 ACC 211 General Accounting4
 ACC 145 Business Tax Accounting3
 ACC 232 Principles of Accounting II4
 ACC 234 Managerial Accounting4
 ACC 240 Intermediate Accounting4
 BUS 105 Customer Service3
 BUS 132 Advertising & Promotion3
 BUS 145 Business Law II3
 BUS 150 Leadership3
 BUS 155 Human Relations in Business3
 BUS 200 E-Commerce3
 BUS 223 Human Resource Management3
 BUS 233 Sales3
 BUS 235 Retailing3

BUS 236 Small Business Management3
 BUS 243 Business Problems & Solutions3
 BUS 245 Internship3
 ECN 231 Macroeconomics3
 ECN 232 Microeconomics3
 FIN 100 Intro to Wall Street1
 FIN 101 Personal Finance3
 FIN 102 Introduction to Wall Street II1

SAMPLE CURRICULUM FOR BUSINESS

ADMINISTRATION

First Year, Fall Semester

ENG 131, MTH 112 or MTH 120, BUS 131, ITE 101

First Year, Winter Semester

Science, HPF, BUS 101, 2 Business electives

Second Year, Fall Semester

ACC 231 or ACC 216, Humanities, BUS 234, 2 Business electives

Second Year, Winter Semester

BUS 135, ECN 231 or ECN 232, Business electives up to 60 credits

BUSINESS ADMINISTRATION — CERTIFICATE

The Business Administration Certificate will develop your awareness in all of the functional aspects of the business world where you can use your ability to get along with people, develop your leadership potential, and use your oral and written communication skills. Jobs may be found in insurance companies, hospitals and health-care facilities, educational institutions, transportation and distribution centers, government agencies and manufacturing firms in a variety of departments. This program also consists of the foundational courses you need should you want to pursue degree in the future.

Minimum credits:30
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

ENG 131 Writing Experience3
 ENG 232 Technical & Business Writing3
 MTH 112 Business Math or MTH 120 or higher3

BUSINESS CORE REQUIREMENTS — (19 credits)

ACC 216 Financial Accounting Concepts4
 • or ACC 231 Principles of Accounting4

BUS 101 Principles of Marketing 3
 BUS 131 Introduction to Business 3
 BUS 135 Business Law I 3
 BUS 234 Principles of Management 3
 ITE 101 Information Technology Education 3

ELECTIVES

Select electives from classes in ACC, BUS, ECN, FIN or ITE in order to meet 30 credits required for certificate.

SAMPLE CURRICULUM FOR BUSINESS ADMINISTRATION CERTIFICATE

First Year, Fall Semester

ENG 131, MTH 112 or MTH 120, BUS 131, ITE 101

First Year, Winter Semester

ENG 232, BUS 101, BUS 135, BUS 234, electives to equal 30 credits

SKILL SET CREDENTIALS

ADVANCED CERTIFICATION – MANAGEMENT (16 credits)

These credentials prepare students for management, leadership, and supervisory positions in any business or industry. It is designed for students who already possess an A.A., A.A.S., B.A., or B.S. degree or 10 years work experience. Students acquire skills in leadership, human behavior, problem solving and critical thinking. Students learn to effectively manage human resources and develop solutions to complex management problems.

BUS 150 Leadership 3
 BUS 223 Human Resource Management 3
 BUS 243 Business Problems and Solutions 3
 PSY 140 Intro to Psychology 4
 PSY 151/ SOC 152 Social Psychology 3

SKILL SET CREDENTIAL – E-COMMERCE (16 credits)

This credential is designed to study the blending of business and technology using the Internet to achieve an organization's mission. Students will study and apply uses of hardware, software, and communication as tools of the Internet and develop business strategies integrating these tools.

BUS 132 Advertising and Promotion 3
 BUS 200 E-Commerce 3
 ITE 101 Information Technology Education 3
 ITE 042 Microsoft Front Page 1
 ITE 273 Graphic Imaging 3
 ITE 275 Web Page Design 3

SKILL SET CREDENTIAL- ENTREPRENEURSHIP (17 credits)

Do you have what it takes to own your own business? Discover that, as well as sources of financing, forms of legal ownership, niche marketing, and most importantly, how to avoid business failure.

ACC 130 QuickBooks 2
 BUS 101 Marketing 3
 BUS 132 Advertising & Promotion 3
 BUS 200 E-Commerce 3
 BUS 233 Sales 3
 BUS 236 Small Business Management 3

SKILL SET CREDENTIAL – FINANCIAL SERVICES (14 credits)

This credential prepares students for work in the banking and financial services industries. Job opportunities could include introductory positions with banks (teller or customer service representative), trust offices, pension and retirement planning firms, personal financial planning groups and investment brokerage houses (clerk or customer service representative.) Students acquire skills in customer relations and financial problem solving. Students learn about financial markets and economic issues.

BUS 105 Customer Service 3
 BUS 155 Human Relations 3
 ECN 232 Microeconomics 3
 FIN 100 Intro to Wall Street 1
 FIN 101 Personal Finance 3
 FIN 102 Wall Street 2 1

MANAGEMENT — CERTIFICATE

People with management skills are employed in every industry in the career world. This program will build on your natural ability to get along with people and help develop your leadership potential. The focus in this program is on the principles, theories, and application of planning, organizing, leading, staffing, and evaluating results. Having good communication skills and the ability to make reliable decisions without supervision are essential to beginning a career in management.

Minimum credits: 30
 Minimum cumulative GPA: 2.0
 Minimum JCC credits: 12
 MACRAO agreement: No

GENERAL EDUCATION REQUIREMENTS – (9 credits)

ENG 131 Writing Experience 3
 ENG 232 Technical & Business Writing 3

MTH 112 Business Math3
 • or MTH 120* Beginning Algebra or higher3

MANAGEMENT CORE REQUIREMENTS — (16 credits)

ACC 216 General Accounting4
 • or ACC 231* Principles of Accounting I4
 BUS 131 Introduction to Business3
 BUS 150 Leadership3
 • or BUS 155 Human Relations3
 BUS 223 Human Resource Management3
 • or BUS 105 Customer Service3
 BUS 234 Principles of Management3

ELECTIVES

Select electives from classes in ACC, BUS, ECN, FIN, ITE, SPH in order to meet 30 credits required for certificate.

**MTH 120 or equivalent is a requirement for ACC 231.*

SAMPLE CURRICULUM FOR MANAGEMENT CERTIFICATE

First Year, Fall Semester

ENG 131, MTH 112 or MTH 120, BUS 131, BUS 150 or BUS 155

First Year, Winter Semester

ENG 232, BUS 234, BUS 223 or BUS 105, electives to equal 30 credits

MARKETING — CERTIFICATE

Individuals considering a marketing career should be good listeners, enjoy current events and look forward to the business challenges that come with changing cultural habits. Also important are the abilities to think creatively, communicate effectively, and manage time wisely to meet deadlines.

Minimum credits:30
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

GENERAL EDUCATION REQUIREMENTS — (9 credits)

ENG 131 Writing Experience3
 ENG 232 Technical & Business Writing3
 MTH 112 Business Math3
 • or MTH 120 or higher3

MARKETING CORE REQUIREMENTS — (18 credits)

BUS 101 Principles of Marketing3
 BUS 132 Advertising & Promotion3
 BUS 155 Human Relations3

BUS 200 E-Commerce3
 BUS 233 Sales3
 BUS 235 Retailing3

ELECTIVES

Select electives from classes in ACC, BUS, ECN, FIN, or ITE in order to meet 30 credits required for certificate.

SAMPLE CURRICULUM FOR MARKETING CERTIFICATE

First Year, Fall Semester

ENG 131, MTH 112 or MTH 120, BUS 101, BUS 155, BUS 200

First Year, Winter Semester

ENG 232, BUS 132, BUS 233 or BUS 235, electives to equal 30 credits

A+/NETWORK+ SKILL SET CREDENTIAL — (COMPUTER SERVICE TECHNICIAN)

The A+ /Network+ Credential is designed to prepare students to work as a computer service professional. A+/Network+ Credential is the recognized industry standard for computer service technicians. This Credential is the "journeyman's card" for professionals in microcomputer maintenance.

The A+/Network+ Credential validates technical competency in networking administration and support. Those holding A+/Network+ Credential should demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support.

Comp TIA (Computing Technology Industry Association) is the certifying agent, a non-profit industry group which determines competencies. Comp TIA assures the quality of those who successfully pass the A+ and Network+ Certification test. Jackson Community College provides this program to prepare students to pass both tests. The test is administered by Comp TIA's agent.

Minimum credits:17
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

ITE 101 Information Technology Education3
 ITE 233 A+ Hardware Component3
 ITE 235 A+ Software Component3
 ITE 237 A+ Certification Exam Preparation1
 ITE 239 Network +Networking Fundamentals Component ..3
 ITE 241 Network+ Protocols3
 ITE 243 Network+ Certification Exam Preparation1

SUGGESTED COURSE SEQUENCE

Fall Semester — (10 credits)

ITE 101, ITE 233, ITE 235, ITE 237

Winter Semester — (7 credits)

ITE 239, ITE 241, ITE 243

COMPUTER PROGRAMMING SPECIALIST — ASSOCIATE IN APPLIED SCIENCE

Programmers write the detailed sets of instructions computers understand and act on. Emphasis is placed on computer information systems, programming language, concepts and designs, logic and theory. Job opportunities may include applications programmer, assistant statistician, computer operator, information office systems manager, operations scheduler, systems analyst or programmer.

Minimum credits:	60
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (18 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience 3

MATHEMATICS — (4 credits)

MTH 131 Intermediate Algebra 4

SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology	4
CEM 121 Chemistry of Life	4
CEM 131 General Chemistry	4
CEM 141 General Inorganic Chemistry	5
GEL 160 Introduction to Geology	4
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics 3

HUMANITIES — (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric-1400	3
ART 112 Art History: Renaissance - Present	3
ENG 210 Introduction to Film	3

ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3
ENG 255 American Literature 19th Century	3
ENG 256 American Literature 20th Century	3
ENG 257 World Literature I	3
HUM 131 Cultural Connections	3
MUS 130 Survey of Non-Western Music	3
MUS 131 Understanding Music	3
PHL 231 Introduction to Philosophy	3
PHL 232 Logic	3
THR 116 Introduction to Theatre	3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness	1
HPF 168 Weight Training & Conditioning	2
HPF 221 Jazz Techniques	3
HPF 277 Stress Management	2
HPF 278 Stress Management for Parents	2

RELATED REQUIREMENTS — (16 credits)

ACC 211 General Accounting	4
• or ACC 231 Principles of Accounting	4
• or ACC 216 Financial Accounting Concepts	4
BUS 101 Marketing	3
• or BUS 131 Introduction to Business	3
ENG 232 Technical & Business Writing	3
ITE 101 Information Technology Education	3

PLUS Choose 3 credits from the following:

BUS 150 Leadership	3
BUS 234 Business Management	3
BUS 236 Small Business Management	3
BUS 243 Management Problems	3

INFORMATION TECHNOLOGY EDUCATION CORE

REQUIREMENTS — (26 credits)

ITE 108 Business Prog: Logic & Theory	3
ITE 111 Systems Concepts and Design	3
ITE 112 Information Systems	3

Choose 6 credits from the following:

ITE 127 Comprehensive MS ACCESS	3
ITE 220 Networking Technologies	3
ITE 221 Networking Administration	3
ITE 233 A+ Hardware Component	3
MTH 133 Intro to Probability and Statistics	3

TAKE 2 CREDITS IN OPERATING SYSTEMS:

ITE 047 Operating Systems: UNIX	1
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ITE 067 MS-DOS Workshop1
TAKE 6 CREDITS FROM ONE OF THE FOLLOWING GROUPS:

BASIC:

ITE 134 Computer Programming -Visual Basic3
 ITE 135 Advanced Visual Basic3

PROGRAMMING in C++:

ITE 182 Programming in C++3
 ITE 183 Programming in Visual C++3

PROGRAMMING IN JAVA:

ITE 150 JAVA Programming4
 ITE 151 Advanced JAVA Programming3

CHOOSE 3 CREDITS OF PROGRAMMING LANGUAGE NOT TAKEN ABOVE:

ITE 134 Computer Programming - Visual Basic3
 ITE 150 JAVA Programming4
 ITE 182 Programming in C++3

NOTE: A course may not count for more than one requirement.

COMPUTER PROGRAMMING SPECIALIST — CERTIFICATE

Minimum credits:35
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

INFORMATION TECHNOLOGY EDUCATION CORE REQUIREMENTS — (35 credits)

ITE 101 Intro to Information Technology3
 ITE 108 Business Programming: Logic & Theory3
 ITE 111 Systems Concepts and Design3

CHOOSE 3 CREDITS FROM THE FOLLOWING:

ITE 127 Comprehensive MS ACCESS3
 ITE 220 Networking Technologies3
 ITE 221 NetWare Administration3
 ITE 233 A+ Hardware Component3
 MTH 133 Introduction to Probability & Statistics3

TAKE 2 CREDITS IN OPERATING SYSTEMS:

ITE 047 Operating Systems: UNIX1
 ITE 067 MS-DOS Workshop1

TAKE ALL OF THE FOLLOWING:

ENG 131 Writing Experience3
 ENG 232 Technical & Business Writing3

MTH 120 Beginning Algebra4
 • or MTH 112 Business Math3
 • or higher level mathematics course

CHOOSE 3 CREDITS OF THE FOLLOWING:

ACC 211 General Accounting4
 • or ACC 231 Principles of Accounting4
 • or ACC 216 Financial Accounting Concepts4
 BUS 101 Marketing3
 • or BUS 131 Introduction to Business3

TAKE 6 CREDITS FROM ONE OF THE FOLLOWING GROUPS:

BASIC:

ITE 134 Visual BASIC3
 ITE 135 Advanced Visual BASIC3

PROGRAMMING IN C++:

ITE 182 Programming in C++3
 ITE 183 Programming in Visual C++3

CHOOSE 3 CREDITS OF PROGRAMMING LANGUAGE NOT TAKEN:

ITE 134 Visual BASIC3
 ITE 150 JAVA Programming4
 ITE 182 Programming in C++3

NOTE: A course may not count for more than one requirement.

MICROCOMPUTER APPLICATIONS SPECIALIST– ASSOCIATE IN APPLIED SCIENCE

Students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the microcomputer in modern business and is designed to assist students develop skills in the use of microcomputer applications.

Depending upon the curriculum students choose, career choices may include applications specialist, information office manager, end user support technician, information systems associate, personal computer (PC) coordinator, or software specialist.

Minimum credits:62
 Minimum cumulative GPA:2.0
 Minimum JCC credits:12
 MACRAO agreement:No

GENERAL EDUCATION REQUIREMENTS — (17 credits)

ENGLISH — (3 credits)

ENG 131 Writing Experience 3

MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra 3

- or higher mathematics course

SCIENCE — (4 credits)

Choose one of the following:

BIO 131 General Biology 4

CEM 121 Chemistry of Life 4

CEM 131 General Chemistry 4

CEM 141 General Inorganic Chemistry 5

GEL 160 Introduction to Geology 4

NSC 131 Contemporary Science 4

PHY 131 Conceptual Physics 4

PHY 151 Astronomy 4

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics 3

HUMANITIES— (3 credits)

Choose one of the following:

ART 111 Art History: Prehistoric-1400 3

ART 112 Art History: Renaissance - Present 3

ENG 236 Women in a Changing Society 3

ENG 246 Short Story & Novel 3

ENG 247 Poetry and Drama 3

ENG 249 African American Literature 3

ENG 252 Shakespeare 3

ENG 255 American Literature - 19th Century 3

ENG 256 American Literature - 20th Century 3

ENG 257 World Literature I 3

HUM 131 Cultural Connections 3

MUS 131 Understanding Music 3

PHL 231 Introduction to Philosophy 3

PHL 232 Logic 3

THR 116 Introduction to Theatre 3

HEALTH / PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness 1

HPF 168 Weight Training & Conditioning 2

HPF 221 Jazz Techniques 3

HPF 277 Stress Management 2

HPF 278 Stress Management for Parents 2

RELATED REQUIREMENTS — (16 credits)

ACC 211 General Accounting 4

- or ACC 231 Principles of Accounting 4

- or ACC 216 Financial Accounting Concepts 4

BUS 101 Marketing 3

- or BUS 131 Introduction to Business 3

ENG 232 Technical & Business Writing 3

ITE 101 Information Technology Education 3

PLUS CHOOSE 3 CREDITS FROM THE FOLLOWING:

BUS 150 Leadership 3

BUS 155 Human Resources Business 3

BUS 234 Business Management 3

BUS 236 Small Business Management 3

BUS 243 Business Problems and Solutions 3

INFORMATION TECHNOLOGY EDUCATION CORE

REQUIREMENTS — (29 credits)

ITE 042 Frontpage 1

ITE 047 Operating System - UNIX 1

ITE 050 Internet 1

ITE 067 MS DOS Workshop 1

ITE 083 Windows Workshop 1

ITE 092 PowerPoint Workshop 1

ITE 127 MSAccess Comprehensive 3

ITE 130 Microsoft Excel 3

ITE 134 Visual BASIC 3

ITE 160 HTML 2

ITE 171 Desktop Publishing 3

ITE 186 Microsoft Word 3

ITE 221 Foundations of Novell Networking 3

ITE 233 A+ Hardware 3

SUGGESTED COURSE SEQUENCE

First Year, Fall Semester — (15 credits)

ENG 131, MTH 120 or higher, ITE 067, ITE 101, ITE 160, ITE 186

First Year, Winter Semester — (14 credits)

ITE 042, ITE 047, ITE 050, ITE 130, ITE 171, ECN 231, BUS 101 or BUS 131

First Year, Spring Semester — (1 credit)

Health/Physical Fitness course

Second Year, Fall Semester — (16 credits)

ENG 232, ACC 211 or ACC 231, BUS 150 or BUS 155 or BUS 234 or BUS 236 or BUS 243, ITE 221, ITE 233

Second Year, Winter Semester — (15 credits)

ITE 127, Science course, ITE 083, Humanities course, ITE 092, ITE 134

MICROCOMPUTER APPLICATION SPECIALIST— CERTIFICATE

Minimum credits:	41
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

INFORMATION TECHNOLOGY CORE REQUIREMENTS— (38 credits)

ITE 042 Front Page	1
ITE 047 Operating System - UNIX	1
ITE 050 Internet	1
ITE 067 MS DOS Workshop	1
ITE 083 Windows Workshop	1
ITE 092 PowerPoint Workshop	1
ITE 101 Information Technology Education	3
ITE 127 MS Access Comprehensive	3
ITE 130 Microsoft Excel	3
ITE 134 Visual BASIC	3
ITE 160 HTML	2
ITE 171 Desktop Publishing	3
ITE 186 Microsoft Word	3
ITE 221 Foundations of Novell Networking	3
ENG 131 Writing Experience	3
ENG 232 Technical & Business Writing	3
MTH 120 Beginning Algebra or higher	3

PLUS One course from the following — (3-4 credits)

ACC 211 General Accounting	4
• or ACC 216 Financial Accounting Concepts	4
ACC 231 Principles of Accounting	4
BUS 101 Marketing	3
BUS 131 Introduction to Business	3
BUS 150 Leadership	3
BUS 155 Human Resources Business	3

SUGGESTED COURSE SEQUENCE FOR MICROCOMPUTER APPLICATIONS SPECIALIST

Fall Semester — (17 credits)

ENG 131, ITE 050, ITE 083, ITE 101, ITE 130, ITE 134, ITE 186

Winter Semester — (13 credits)

ITE 042, ITE 047, ITE 067, ITE 092, ITE 127, ITE 171, ITE 221

Spring Semester — (3 credits)

MTH 120 or higher

Second Fall Semester — (8-9 credits)

ACC 211 or ACC 231 or BUS 101 or BUS 131 or BUS 150 or BUS 155, ENG 232, ITE 160

MICROSOFT OFFICE USER SPECIALIST — CERTIFICATE

Certificate students completing this certificate are prepared to assume a variety of positions in an automated office setting. The program recognizes the increasingly important role of the personal computer in modern business and is designed to assist students develop skills in the use of word/information processing, database development and management, spreadsheets and graphing, personal management, project management, and electronic presentations.

The Microsoft Office User Specialist program provides a framework for measuring student proficiency with Microsoft Office applications. It provides an industry-recognized standard for measuring an individual's mastery of "Office" applications. The courses at Jackson Community College for this program are geared toward the "Expert" level. The successful completion of Microsoft Office sponsored exams are in addition to the successful completion of JCC's courses for credit. For specific information on Microsoft Certification, students will need to talk with the program advisor. Students completing the program could be hired as secretaries, office managers, administrative assistants, and stenographers.

Minimum credits:	38
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (6 credits)

ENG 131 Writing Experience	3
MTH 120 Beginning Algebra	4
• or MTH 133 Intro to Probability & Statistics	3

RELATED CORE REQUIREMENTS — (10 credits)

ACC 211 General Accounting	4
• or ACC 231 Principles of Accounting I	4
• or ACC 216 Financial Accounting Concepts	4
BUS 150 Leadership	3
• or BUS 155 Human Relations in Business	3
ITE 101 Information Technology Education	3

MICROSOFT OFFICE SPECIALIST REQUIREMENTS — (19 credits)

ITE 042 MS FrontPage Workshop**	1
ITE 043 Microsoft Outlook Workshop*	1
ITE 092 Microsoft PowerPoint Workshop*	1
ITE 127 Microsoft Access: Comprehensive*	3
ITE 129 Office Administrative Systems	4
ITE 130 Microsoft Excel*	3
ITE 186 Microsoft Word*	3

ENG 232 Technical & Business Writing 3

CHOOSE 3 CREDITS FROM THE FOLLOWING:

ITE 044 Microsoft Office Integration Workshop 1

ITE 050 Internet 1

ITE 067 DOS Workshop 1

ITE 083 Windows Workshop 1

ITE 134 Visual BASIC 3

ITE 171 Desktop Publishing 3

ITE 245 Internship 1-6

BUS 239 Project Management 3

SEC 132 Intermediate Keyboard/Typing 3

SAMPLE CURRICULUM

Fall Semester — (17 credits)

ENG 131, MTH 120 or higher, ITE 101, ACC 211 or ACC 231, ITE 186

Winter Semester — (15 credits)

ITE 129, ENG 232, ITE 043, ITE 092, ITE 127, ITE 130

Spring Semester — (6 credits)

BUS 150 or BUS 155, 3 other credits

SKILL SET CREDENTIAL — MICROSOFT USER — (14 credits)

ITE 042* MS FrontPage Workshop 1

ITE 043* Microsoft Outlook Workshop 1

ITE 050 Internet 1

ITE 083 Windows Workshop 1

ITE 092* Powerpoint Workshop 1

ITE 127* Microsoft Access Comprehensive 3

ITE 130* Microsoft Excel 3

ITE 186* Microsoft Word 3

*These courses are part of the Microsoft Office User credential tests. Students who pass the “expert” Word and Excel tests; and the “core” Access, PowerPoint, and Outlook tests will receive “Master” recognition from the Microsoft Corporation. Other levels of Microsoft Office certification are available from Microsoft as students begin passing tests.

**Microsoft FrontPage certification tests are available from Microsoft but do not count towards MOUS mastery certification.

The successful completion of Microsoft Office sponsored exams are in addition to the successful completion of JCC’s courses for credit. For specific information on Microsoft certification, students should talk with the program advisor.

Students completing the program could be hired as administrative assistants, database administrators, web designers, and secretaries.

NETWORKING SPECIALIST — CERTIFICATE

Networking involves the hardware, software and communication channels necessary to allow computers to talk to each other. Students will study various components of computer networking. After each Novell class, students can apply through Novell to take Novell certification testing in the specific topic area. Students who pass all seven exams are recognized as Certified Novell Engineers (CNE) or Microsoft Certified Systems Engineers (MCSE). Students who can complete ITE 221- NetWare Administration can sit for the appropriate exam and earn certification as a Certified Novell Administrator (CNA). Many organizations now use computer networks and need networking specialists to maintain their networks. Several other occupations may utilize networking skills, such as office assistants, accountants or managers.

Minimum credits: 35

Minimum cumulative GPA: 2.0

Minimum JCC credits: 12

MACRAO agreement: No

INFORMATION TECHNOLOGY EDUCATION RELATED REQUIREMENTS — (12 credits)

MTH 131 Intermediate Algebra or higher level 3

ENG 131 Writing Experience 3

ENG 232 Technical & Business Writing 3

ITE 101* Information Technology Education 3

** ITE 101 is a prerequisite for ITE 261; students with one year of information technology work experience may be eligible to substitute another elective for ITE 101.*

CHOOSE EITHER OPTION 1 OR OPTION 2

OPTION 1 - INFORMATION TECHNOLOGY CORE MICROSOFT OPTION — (25 credits)

ITE 239 Network + 3

ITE 261 Windows 2000 Networking 1 3

ITE 262 Windows 2000 Networking 2 4

ITE 263 Windows 2000 Networking 3 3

ITE 264 Windows 2000 Networking 4 3

PLUS CHOOSE FROM THE FOLLOWING — (9 credits)

ITE 254 Designing SQL Server 3

ITE 255 Implementing SQL Server 3

ITE 265 Designing MS Windows 2000 Directory Services Infrastructure 3

ITE 266 Designing MS Windows 2000 Networking Services Infrastructure 3

ITE 267 Designing a Secure Microsoft Windows 2000 Network	3
ITE 268 Implementing and Administrating Exchange Server	3

OPTION 2 - INFORMATION TECHNOLOGY CORE**NOVELL OPTION — (17 credits)**

ITE 221 Foundations of Novell Networking	3
ITE 222 Novell Network Management Netware 6	3
ITE 224 NDS Design and Implementation	2
ITE 232 Novell ZENworks for Desktops	3
ITE 239 Network+ Networking Fundamentals Component ..	3
ITE 246 Advanced Novell Network Management	3

ITE ELECTIVES — (5 Credits)

ITE 047 UNIX	1
ITE 050 Internet	1
ITE 067 MS-DOS	1
ITE 108 Business Programming: Logic & Theory	3
ITE 117 BASIC Programming	3
ITE 134 Visual BASIC Programming	3
ITE 150 JAVA Programming	4
ITE 151 Advanced JAVA Programming	3
ITE 182 Programming in C++	3
ITE 183 Visual C++	3

BUSINESS ELECTIVES — (3 Credits)

ACC 231 Principles of Accounting	4
BUS 101 Marketing	3
BUS 131 Introduction to Business	3

SAMPLE CURRICULUM — MICROSOFT OPTION**Semester 1**

ITE 101, ITE 220, ITE 261, ITE 262, ENG 131

Semester 2

ITE 263, ITE 264, ENG 232, MTH 131, Electives (2-3 credits)

Semester 3

ITE 265, ITE 266, ITE 267, Electives (5-6 credits)

SAMPLE CURRICULUM — NOVELL OPTION**Semester 1**

ITE 101, ITE 221, ITE 239 ENG 131, Electives (3-4 credits)

Semester 2

ITE 222, , ITE 227, ITE 232, ENG 232, MTH 131

Semester 3

ITE 246, ITE 224, Electives (4-5 credits)

OFFICE AUTOMATION SPECIALIST — ASSOCIATE IN APPLIED SCIENCE

This program is for students desiring to obtain an associate degree after obtaining a certificate in the Microsoft Office User Specialist program or who would like to graduate with training that provides a high degree of competency for career entry and/or advancement in the automated business world.

Students will be able to develop a mastery of Microsoft Office applications and receive certification from the Microsoft Corporation upon passing the "Expert" and/or "Core" levels of certification. In addition, students will be able to create flyers, reports, spreadsheets with charts, databases, create electronic presentations, and have general office skills. Students completing this program could be hired for above entry-level positions such as administrative assistant or office manager.

Minimum credits:	63
Minimum cumulative GPA:	2.0
Minimum JCC credits:	12
MACRAO agreement:	No

GENERAL EDUCATION REQUIREMENTS — (17 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience	3
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MATHEMATICS — (3 credits)

MTH 120 Beginning Algebra	3
• or higher level mathematics course	

SCIENCE — (4 credits)**Choose one of the following:**

BIO 131 General Biology	4
CEM 121 Chemistry of Life	4
CEM 131 General Chemistry	4
CEM 141 General Inorganic Chemistry	5
GEL 160 Introduction to Geology	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics	3
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HUMANITIES — (3 credits)**Choose one of the following:**

ART 112 Art History: Renaissance to Present	3
ENG 210 Introduction to Film	3
ENG 236 Women in a Changing Society	3
ENG 246 Short Story & Novel	3
ENG 247 Poetry and Drama	3
ENG 249 African American Literature	3
ENG 252 Shakespeare	3

ENG 255 American Literature 19th Century3
 ENG 256 American Literature 20th Century3
 ENG 257 World Literature I3
 HUM 131 Cultural Connections3
 MUS 131 Understanding Music3
 PHL 231 Introduction to Philosophy3
 PHL 232 Logic3
 THR 116 Introduction to Theatre3

HEALTH/PHYSICAL FITNESS — (1 credit)

Choose one of the following:

HPF 160 Wellness1
 HPF 168 Weight Training & Conditioning2
 HPF 221 Jazz Techniques3
 HPF 277 Stress Management2
 HPF 278 Stress Management for Parents2

RELATED REQUIREMENTS — (19 Credits)

ACC 211 General Accounting4
 • or ACC 231 Principles of Accounting I4
 • or ACC 216 Financial Accounting Concepts4
 BUS 131 Intro to Business3
 BUS 150 Leadership3
 • or BUS 155 Human Relations in Business3
 ENG 232 Technical & Business Writing3
 ITE 101 Information Technology Education3
 ITE 171 Desktop Publishing3

**OFFICE AUTOMATION CORE REQUIREMENTS —
 CHOOSE OPTION 1 OR OPTION 2:**

OPTION 1 — (27 credits)

ACC 130 Quick Books Pro2
 BUS 239 Project Management3
 ITE 042 Microsoft FrontPage Workshop1
 ITE 043 Microsoft Outlook Workshop1
 ITE 083 Windows Workshop1
 ITE 113 MS Office Pro Integration3
 ITE 114 Advanced MS Office3
 ITE 129 Office Administrative Systems4
 ITE 245 Internship1-6
 SEC 132 Intermediate Keyboard/Typing3

ELECTIVES

Select from ITE classes to meet 63 credit degree requirement

OPTION 2 — (27 credits)

ACC 130 Quick Books Pro2
 BUS 239 Project Management3
 ITE 042 Microsoft FrontPage Workshop1
 ITE 043 Microsoft Outlook Workshop1
 ITE 083 Windows Workshop1
 ITE 092 Microsoft PowerPoint Workshop1

ITE 127 Microsoft Access Comprehensive3
 ITE 129 Office Administrative Systems4
 ITE 130 Microsoft Excel3
 ITE 186 Microsoft Word3
 ITE 245 Internship1-6
 SEC 132 Intermediate Keyboard/Typing3

ELECTIVES

ITE 044 MS Office Integration1
 ITE 050 Internet1
 ITE 067 Microsoft-DOS Workshop1
 ITE 117 Computer Programming: BASIC3
 ITE 128 Multimedia Applications3
 ITE 134 Visual BASIC3
 ITE 221 Netware Administration3

SAMPLE CURRICULUM

OPTION 1

First Year, Fall Semester

ENG 131, ITE 083, ITE 101, ITE 113, MTH 120 or higher,
 SEC 132

First Year, Winter Semester

ACC 211 or ACC 231, BUS 131, BUS 150 or 155, ITE 042,
 ITE 043, ITE 114

First Year, Spring Semester

HPF Course, Elective

Second Year, Fall Semester

ITE 171, ACC 130, ENG 232, ECN 231, Science Course

Second Year, Winter Semester

ITE 129, ITE 245, Humanities Course, Electives

Second Year, Spring Semester

BUS 239

OPTION 2

First Year, Fall Semester

ENG 131, ITE 083, ITE 101, ITE 186, MTH 120 or higher,
 SEC 132

First Year, Winter Semester

ACC 211 or ACC 231, BUS 131, BUS 150 or BUS 155, ITE 042,
 ITE 043, ITE 130, ITE 092

First Year, Spring Semester

HPF Course

Second Year, Fall Semester

ACC 130, ECN 231, ENG 232, ITE 127

Second Year, Winter Semester

Science course, Humanities Course, ITE 171, ITE 245, elective

Second Year, Spring Semester

BUS 239

**TRANSFER PROGRAMS:
ASSOCIATE IN ARTS — BUSINESS**

Minimum credits:	.60
Minimum cumulative GPA:	.20
Minimum JCC credits:	.12
MACRAO Agreement:	.No

Completion of this degree will allow a student to transfer to those institutions currently subscribing to the MACRAO Transfer Agreement. It will not, however, ensure that the student will be admitted to the university's college of business since admission to the university and admission to the college of business are two separate processes. All students electing this degree are strongly encouraged to make an appointment with a transfer advisor in the business department no later than the second semester of the freshman year. Students should also contact their intending transfer institution for advising purposes. Sample curricula for a few popular programs are included.

NOTE: Only courses with a 2.0 or better will transfer to most four-year colleges and universities. If you want to complete the MACRAO Articulation Agreement, you will need to plan your courses carefully. Completion of the Associate in Arts - Business Transfer Degree does NOT guarantee the MACRAO designation.

GENERAL EDUCATION REQUIREMENTS — (18 credits)**ENGLISH — (3 credits)**

ENG 131 Writing Experience3

MATHEMATICS — (4 credits)**Choose one of the following:**

MTH 140 Precalculus5

MTH 151 Calculus I4

SCIENCE — (4 credits)**Choose one of the following:**

BIO 131 General Biology4

BIO 132 Human Biology4

BIO 151 General Botany4

BIO 152 General Zoology4

BIO 155 Human Anatomy & Physiology5

SOCIAL SCIENCE — (3 credits)

ECN 231 Macroeconomics3

HUMANITIES — (3 credits)**Choose one of the following:**

ART 111 Art History: Prehistoric to 14003

ART 112 Art History: Renaissance to Present3

ENG 246 Short Story & Novel3

ENG 247 Poetry & Drama3

ENG 249 African-American Literature3

ENG 252 Shakespeare3

ENG 255 American Literature - 19th Century3

ENG 256 American Literature - 20th Century3

ENG 257 World Literature I3

ENG 261 Creative Writing I3

ENG 262 Creative Writing II3

HUM 131 Cultural Connections3

PHL 231 Introduction to Philosophy3

PHL 232 Logic3

THR 116 Introduction to Theatre3

HEALTH AND FITNESS — (1 credit)**Choose one of the following:**

HPF 160 Wellness1

HPF 168 Weight Training & Conditioning2

HPF 221 Jazz Techniques3

HPF 268 Advanced Weight Training2

HPF 277 Stress Management2

HPF 278 Stress Management for Parents2

BUSINESS CORE — (17 credits)

ACC 231 Principles of Accounting I4

ACC 232 Principles of Accounting II4

ECN 232 Microeconomics3

Choose two from the following:

BUS 101 Principles of Marketing3

BUS 131 Introduction to Business3

BUS 234 Principles of Management3

ADDITIONAL REQUIREMENTS — (19 credits)**HUMANITIES — (6 credit hours)**Choose **two** courses in **two** different disciplines from the list above.**ENGLISH — (3 credits)**

ENG 132 Writing Experience3

TECHNOLOGY — (3 credits)

ITE 101 Information Technology Education3

SOCIAL SCIENCE — (3 credits)

Choose one course from the following:

ANT 131 Cultural Anthropology	3
CRJ 111 Introduction to Criminal Justice	3
CRJ 117 Criminology	3
PLS 141 American National Government	3
PSY 140 Introduction to Psychology	4
PSY 152 Social Psychology	3
PSY 245 Infancy Childhood	3
PSY 251 Abnormal Psychology	3
PSY 252 Developmental Psychology	3
PSY 290 Human Sexuality	3
GEO 131 Physical Geography	3
GEO 132 World Religions	3
SOC 117 Criminology	3
SOC 152 Social Psychology	3
SOC 231 Principles of Sociology	3
SOC 235 Minority Groups in America	3
SOC 236 Women in a Changing Society	3
SOC 251 Modern Social Problems	3
HIS 131 Western Civilization to 1555	4
HIS 132 Western Civilization 1555 to Present	4
HIS 231 Development of the US through Civil War	3
HIS 232 Development of the US from the Civil War	3

SCIENCE — (4 credits)

Choose one of the following:

CEM 121 Chemistry of Life	4
CEM 131 General Chemistry	4
CEM 132 Organic and Biological Chemistry	4
CEM 141 General Inorganic Chemistry	5
CEM 142 General Inorganic Chemistry & Analysis	5
NSC 131 Contemporary Science	4
PHY 131 Conceptual Physics	4
PHY 151 Astronomy	4
PHY 231 College Physics I	4
PHY 251 Modern University Physics I	4

PROGRAM REQUIREMENTS

The remaining hours should be chosen from any ACC, BUS, or FIN course that will transfer. The selection of these courses should be made only after consulting with the institution to which you intend to transfer and a transfer advisor in the business department.

ACCOUNTING OR BUSINESS ADMINISTRATION BACHELOR'S DEGREE OPTION WITH SIENA HEIGHTS UNIVERSITY

Through an articulation agreement with Siena Heights University, graduates of JCC's two-year business programs can earn a Bachelor of Arts in accounting or a Bachelor of Arts in business. Students can work with JCC and Siena Heights staff members to select a completion program for their specific career goals. All the courses required to earn a bachelor's degree are available at Jackson Community College's main campus through the Siena Heights University degree-completion center.

TRANSFER — COMPUTER SCIENCE

Computer science majors can concentrate and think logically, and enjoy working with ideas and solving problems. They become computer programmers, systems analysts, systems programmers, and software engineers, have careers in telecommunications and computer operations, and hold positions in computer sales, design, and manufacturing. The requirements for this degree – especially mathematics and science requirements – vary considerably among transfer institutions. Please see an advisor for more information.

SAMPLE CURRICULUM FOR COMPUTER SCIENCE

First Year, Fall Semester

ENG 131, CPS 175, MTH 151, CEM 141, MACRAO Humanities course

First Year, Winter Semester

ENG 132, CPS 177, MTH 154, ECN 231, PHL 232

Second Year, Fall Semester

CPS 217, MTH 251, PHY 251, MACRAO Social Science course

Second Year, Winter Semester

MTH 254, MACRAO Social Science and Humanities courses

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