

## 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
- Business Administration
- Management
- Marketing
- Computer Programming Specialist
- Microcomputer Applications Specialist
- Microsoft Office User Specialist
- Networking Specialist
- Office Administration Specialist

### CONCENTRATION

The "concentration" process is a building block approach to completing a trade certificate program. Students can choose to complete the concentration depending upon the level of skill and knowledge desired. Students can apply for a concentration upon completion of the required courses.

### 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 page 33 for additional information on transfer and MACRAO.

Sample curricula for some transfer programs are:

- Associate in Arts - Business
- AAS - Accounting or Business Administration to Sena Heights University
- Transfer - Computer Science

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## ACCOUNTING – ASSOCIATE IN APPLIED SCIENCE (ACCT.AAS)

Accountants and auditors prepare, analyze and verify financial reports and taxes and monitor information systems that furnishes 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 .....	60
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (22 credits)

#### ADO 1: Write clearly, concisely and intelligibly (6 credits)

##### Take the following

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

#### ADO 2: Speak clearly, concisely and intelligibly

##### Program courses meet this requirement

#### ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

##### Take the following

- MTH 120 Beginning Algebra or higher

#### ADO 4: Demonstrate scientific reasoning

##### (4-5 credits)

##### Choose one of the following

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Human Anatomy & Physiology
- BIO 220 Microbiology
- BIO 253 Human Anatomy & Physiology I
- CEM 131 Fundamentals of Chemistry
- CEM 141 General Chemistry I
- GEL 160 Introduction to Geology
- NSC 131 Contemporary Science
- PHY 131 Conceptual Physics
- PHY 151 Astronomy
- PHY 231 College Physics I
- PHY 251 Modern University Physics I

**ADO 5 Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3 credits)**

Choose one of the following

ECN 231 Macroeconomics

ECN 232 Macroeconomics

**ADO 6 Understand aesthetic experience and artistic creativity (3 credits)**

Choose one of the following

ART 111 Art History: Prehistoric-1400

ART 112 Art History: Renaissance-Present

ENG 210 Introduction to Film

ENG 246 Short Story & Novel

ENG 247 Poetry & Drama

ENG 252 Shakespeare

ENG 254 Children's Literature

ENG 255 American Literature – 19th Century

ENG 256 American Literature – 20th Century

HUM 131 Cultural Connections

MUS 131 Understanding Music

THR 116 Introduction to Theatre

**ADO 7: Think critically**

Program courses meet this requirement

**ADO 8 Make responsible decisions in personal and professional contexts**

Program courses meet this requirement

**ADO 9 Work productively with others, recognizing individual contributions to group success**

Program courses meet this requirement

**ADO 10 Understand and respect the diversity and interdependence of the world's peoples and cultures (3 credits)**

Choose one of the following

ANT 131 Cultural Anthropology

ENG 236 Women in a Changing Society

SOC 236 Women in a Changing Society

ENG 249 African American Literature

ENG 257 World Literature I

FRN 131 French I or higher

GEO 132 World Regions

GER 131 German I or higher

HIS 125 African-American History

PHL 243 World Religions

PLS 262 International Relations

MUS 130 Music of Non-Western Cultures

SOC 235 Minority Groups in America

SPN 131 Spanish I or higher

**ACCOUNTING RELATED REQUIREMENTS - (10 credits)**

Take the following

BUA 100 Contemporary Business

BUA 110 Introduction to Wall Street

BUA 250 Business Law I

CIS 101 Introduction to Computer Systems

**ACCOUNTING CORE REQUIREMENTS - (23 credits)**

Take the following

ACC 115 Payroll Accounting

ACC 214 Income Tax Accounting

or ACC 122 Volunteer Income Tax Project

ACC 130 QuickBooks Pro

or CIS 121 Microsoft® Excel®

ACC 231 Principles of Accounting

ACC 232 Principles of Accounting II

ACC 234 Managerial Accounting

ACC 240 Intermediate Accounting

**ACCOUNTING ELECTIVES**

Select electives from the following list to meet the 60 credit degree requirements (1-5 credits)

ACC 245 Internship

BUA 111 Personal Finance

BUA 120 Human Relations

BUA 122 Successful Small Business

BUA 220 Principles of Management

BUA 230 Principles of Marketing

*Please note: ACC courses are not available at all JCC sites every semester.*

*Please consult with an academic advisor.*

*Online note: Some students find online ACC courses to be challenging. It is recommended that online accounting students have strong computer skills including proficiency using e-mail, the Internet, experience using Microsoft® Word®, Excel® and skills with attaching files.*

## ACCOUNTING – CERTIFICATE (ACCT.CERT)

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 grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**GENERAL EDUCATION REQUIREMENTS — (9 credits)**

Take the following

ENG 131 Writing Experience

ENG 232 Technical & Business Writing

MTH 120 Beginning Algebra or higher

**ACCOUNTING CORE REQUIREMENTS — (17 credits)**

Take the following

ACC 115 Payroll Accounting

ACC 231 Principles of Accounting I

- ACC 232 Principles of Accounting II
- BUA 110 Introduction to Wall Street
- CIS 101 Introduction to Computer Systems
- CIS 121 Microsoft® Excel® Comprehensive

**ELECTIVES**

Select electives from courses in ACC, BUA, or ECN, in order to meet 30 credits required for certificate

*Please note: ACC courses are not available at all JCC sites every semester. Please consult with an academic advisor.*

*Online note: Some students find online ACC courses to be challenging. It is recommended that online accounting students have strong computer skills including proficiency using e-mail, the Internet, experience using Microsoft® Word®, Excel® and skills with attaching files.*

**BUSINESS ADMINISTRATION –  
ASSOCIATE IN APPLIED SCIENCE  
(BUAD.AAS)**

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 grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**GENERAL EDUCATION REQUIREMENTS - (19 credits)**

**ADO 1: Write clearly, concisely and intelligibly (3 credits)**

Take the following

- ENG 131 Writing Experience

**ADO 2: Speak clearly, concisely and intelligibly (3 credits)**

Choose one of the following

- SPH 231 Communication Fundamentals
- SPH 240 Interpersonal Communication

**ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)**

Take the following

- MTH 120 Beginning Algebra or higher

**ADO 4: Demonstrate scientific reasoning (4-5 credits)**

Choose one of the following

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Anatomy & Physiology
- BIO 220 Microbiology
- BIO 253 Human Anatomy & Physiology I
- CEM 131 Fundamentals of Chemistry
- CEM 141 General Chemistry I

- GEL 160 Introduction to Geology
- NSC 131 Contemporary Science
- PHY 131 Conceptual Physics
- PHY 151 Astronomy
- PHY 231 College Physics I
- PHY 251 Modern University Physics I

**ADO 5: Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3 credits)**

Choose one of the following

- ECN 231 Macroeconomics
- ECN 232 Macroeconomics

**ADO 6: Understand aesthetic experience and artistic creativity (3 credits)**

Choose one of the following

- ART 111 Art History: Prehistoric-1400
- ART 112 Art History: Renaissance-Present
- ENG 210 Introduction to Film
- ENG 246 Short Story & Novel
- ENG 247 Poetry & Drama
- ENG 252 Shakespeare
- ENG 255 American Literature – 19th Century
- ENG 256 American Literature – 20th Century
- HUM 131 Cultural Connections
- MUS 131 Understanding Music
- THR 116 Introduction to Theatre

**ADO 7: Think critically**

Program courses meet this requirement

**ADO 8: Make responsible decisions in personal and professional contexts**  
Program courses meet this requirement

**ADO 9: Work productively with others, recognizing individual contributions to group success**  
Program courses meet this requirement

**ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures**  
Program courses meet this requirement

**BUSINESS ADMINISTRATION CORE REQUIREMENTS - (19 credits)**

Take the following

- ACC 216 Financial Accounting Concepts  
or ACC 231 Principles of Accounting I
- BUA 100 Contemporary Business
- BUA 220 Principles of Management
- BUA 230 Principles of Marketing
- BUA 250 Business Law I
- CIS 101 Introduction to Computer Systems

**BUSINESS ADMINISTRATION ELECTIVES - (19-22 credits)**

Select electives from the following list to meet the 60 credit degree requirement

Choose from the following

- ACC 115 Payroll Accounting
- ACC 122 Volunteer Income Tax Experience
- ACC 214 Income Tax Accounting
- ACC 216 Financial Accounting Concepts
- ACC 231 Principles of Accounting I
- ACC 232 Principles of Accounting II
- ACC 234 Managerial Accounting
- ACC 240 Intermediate Accounting
- BJA 110 Introduction to Wall Street
- BJA 111 Personal Finance
- BJA 120 Human Relations in Business
- BJA 121 Leadership
- BJA 122 Successful Small Business
- BJA 130 Customer Service
- BJA 131 Effective Selling
- BJA 221 Human Resource Management
- BJA 231 Advertising Promotion & Public Relations
- BJA 245 Internship
- BJA 251 Business Law I
- ECN 231 Macroeconomics
- ECN 232 Microeconomics
- ENG 232 Technical & Business Writing
- ENT 160 Introduction to Entrepreneurship
- PSY 140 Introduction to Psychology

*Please note: BUA courses are not available at all JCC sites every semester. Please consult with an advisor.*

**BUSINESS ADMINISTRATION – CERTIFICATE (BUAD.CERT)**

The Business Administration Certificate will develop your awareness in all of the functional aspects of the business world. 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, health-care facilities, educational institutions, transportation/distribution centers, government agencies and manufacturing firms in a variety of departments. This program also consists of the foundational courses needed for an associate degree.

Minimum credits .....	30
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**GENERAL EDUCATION REQUIREMENTS - (9 credits)**

Take the following

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

**BUSINESS CORE REQUIREMENTS - (19 credits)**

Take the following

- ACC 216 Financial Accounting Concepts  
or ACC 231 Principles of Accounting I
- BJA 100 Contemporary Business
- BJA 220 Principles of Management
- BJA 230 Principles of Marketing
- BJA 250 Business Law I
- CIS 101 Introduction to Computer Systems

**ELECTIVES**

Select electives from courses in ACC, BUA, ECN and ENT in order to meet 30 credits required for certificate

*Please note: BUA courses are not available at all JCC sites every semester. Please consult with an advisor.*

**FINANCIAL SERVICES – CONCENTRATION**

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.

Minimum credits .....	17
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**CORE COURSES - (17 credits)**

- ACC 216 Financial Accounting Concepts
- BJA 110 Introduction to Wall Street
- BJA 111 Personal Finance
- BJA 120 Human Relations
- BJA 130 Customer Service
- ECN 232 Microeconomics

## MANAGEMENT – CERTIFICATE (MGMT.CERT)

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 grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (9 credits)

#### Take the following

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

### MANAGEMENT CORE REQUIREMENTS - (16 credits)

#### Take the following

- ACC 216 Financial Accounting Concepts  
or ACC 231 Principles of Accounting I
- BUA 100 Contemporary Business
- BUA 130 Customer Service or  
BUA 120 Human Relations
- BUA 220 Principles of Management
- BUA 221 Human Resource Management

### ELECTIVES

Select electives from classes in ACC, BUA, CIS or ECN in order to meet 30 credits required for certificate. FIN courses have been replaced with BUA.

## ADVANCED MANAGEMENT – CONCENTRATION

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.

Minimum credits .....	16
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### REQUIRED COURSES - (16 credits)

#### Take the following

- BUA 121 Leadership
- BUA 220 Principles of Management
- BUA 221 Human Resource Management
- PSY 140 Intro to Psychology

PSY 152 Social Psychology  
or SOC 152 Social Psychology

## MARKETING – CERTIFICATE (MRKT.CERT)

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 grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (9 credits)

#### Take the following

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

### MARKETING CORE REQUIREMENTS — (18 credits)

#### Take the following

- BUA 120 Human Relations
- BUA 122 Successful Small Business
- BUA 130 Customer Service
- BUA 131 Effective Selling
- BUA 230 Principles of Marketing
- BUA 231 Advertising, Promotion & Public Relations

### ELECTIVES

Select electives from classes in ACC, BUA, CIS or ECN in order to meet 30 credits required for certificate.

## AUTOMOTIVE ENTREPRENEUR – CERTIFICATE (AUEN.CERT)

This program provides classroom and laboratory experiences that prepares the students for entry-level employment in the automotive service field. It also prepares students for the Michigan and/or Automotive Service Excellence (ASE) certification tests. JCC's automotive entrepreneurs who already have established businesses can strengthen their managerial and business skills. Students in the automotive entrepreneurship program at JCC will learn the fundamentals of starting and operating their own businesses. The program includes basic business skills as well as specific courses in starting and managing a small business.

Minimum credits .....	36
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (3 credits)

#### Take the following

- ENG 131 Writing Experience

**ENTREPRENEURSHIP RELATED REQUIREMENTS - (13 credits)**

Take the following

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 162 Legal Issues for Small Business
- ENT 163 Financial Management for Small Business
- ENT 164 Entrepreneurial Marketing
- ENT 169 Business Plan

**AUTOMOTIVE PROGRAM CORE REQUIREMENTS - (20 credits)**

Take the following

- AUT 102 Engine Performance I
- AUT 103 Engine Performance II
- AUT 105 Automotive Brakes
- AUT 106 Suspension & Steering or
- AUT 108 Automotive Air Conditioning/Heating
- AUT 112 Electrical Systems I
- AUT 113 Electrical Systems II

**ELECTRICIAN ENTREPRENEUR – CERTIFICATE (ELEN.CERT)**

JCC's electrician entrepreneurship program offered for college credit, can help prospective entrepreneurs launch new ventures. Entrepreneurs who already have established businesses can strengthen their managerial and business skills. Students in the electrician entrepreneurship program at JCC will learn the fundamentals of starting and operating their own businesses. The program includes basic business skills as well as specific courses in starting and managing a small business.

Minimum credits .....	34
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**ENTREPRENEURSHIP RELATED REQUIREMENTS - (13 credits)**

Take the following:

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 162 Legal Issues for Small Business
- ENT 163 Financial Management for Small Business
- ENT 164 Entrepreneurial Marketing
- ENT 169 Business Plan

**ELECTRICIAN PROGRAM CORE REQUIREMENTS - (21 credits)**

Take the following

- ELT 074 National Electric Code
- ELT 120 Circuit Analysis I
- ELT 125 Circuit Analysis II
- ELT 148 Electrical Math I
- ELT 149 Electrical Math II
- ELT 150 Residential Wiring
- ELT 151 Commercial Wiring
- ELT 152 Industrial Wiring
- ELT 215 Electrical Troubleshooting

**ENTREPRENEUR – CERTIFICATE (ENTR-CERT)**

Students will meet and exceed their entrepreneurial goals. Students participating in this academic program will exit JCC with the business acumen necessary to launch their own business venture.

Minimum credits .....	30
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**GENERAL EDUCATION REQUIREMENTS - (6 credits)**

Take the following

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

**ENTREPRENEURSHIP RELATED REQUIREMENTS - (7 credits)**

Take the following

- BUA 120 Human Relations in Business
- CIS Q21 Excel® Workshop
- CIS 101 Introduction to Computer Systems

**ENTREPRENEURSHIP CORE REQUIREMENTS - (13 credits)**

Take the following

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 162 Legal Issues for Small Business
- ENT 163 Financial Management for Small Business
- ENT 164 Entrepreneurial Marketing
- ENT 169 Business Plan

**ELECTIVE CREDITS - (4 credits)**

Choose any additional courses from the ACC or BUA discipline to meet the 30 credit degree requirement

## GRAPHIC DESIGN ENTREPRENEUR – CERTIFICATE (GREN.CERT)

The graphic design program prepares students for entry-level positions in design organizations. Graphic design graduates find employment in a variety of settings including the publication and printing industries, advertising and marketing organizations, and graphic design department of corporations, government agencies and retailers. JCC's graphic design entrepreneurship program, offered for college credit, can help prospective entrepreneurs launch new ventures. Entrepreneurs who already have established businesses can strengthen their managerial and business skills. Students in the graphic design entrepreneurship program at JCC will learn the fundamentals of starting and operating their own businesses. The program includes basic business skills as well as specific courses in starting and managing a small business.

Minimum credits .....	40
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (3 credits)

Take the following

ENG 131 Writing Experience

### ENTREPRENEURSHIP RELATED REQUIREMENTS - (13 credits)

Take the following

ENT 160 Introduction to Entrepreneurship

ENT 161 Opportunity Analysis

ENT 162 Legal Issues for Small Business

ENT 163 Financial Management for Small Business

ENT 164 Entrepreneurial Marketing

ENT 169 Business Plan

### GRAPHIC DESIGN PROGRAM CORE REQUIREMENTS - (24 credits)

Take the following

ART 101 Two-Dimensional Design

or ART 103 Drawing I: Foundations

or ART 152 Painting I: Design and Color

CIS 101 Introduction to Computer Systems

CIS 128 Typography & Layout

CIS 132 Graphic Illustration (Adobe® Illustrator®)

CIS 134 Graphic Imaging (Adobe® Photoshop®)

CIS 136 Integrated Design I (Adobe® InDesign®)

CIS 232 Integrated Design II (Adobe® InDesign®)

CIS 234 Graphic Technology Applications

## MARKETING ENTREPRENEUR – CERTIFICATE (MAEN.CERT)

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. The student will assess the current economic, social and political climate for their entrepreneurial idea(s). JCC's marketing entrepreneurship program, offered for college credit, can help prospective entrepreneurs launch new ventures. Entrepreneurs who already have established businesses can strengthen their managerial and business skills. Students in the marketing entrepreneurship program at JCC will learn the fundamentals of starting and operating their own businesses, the program includes basic business skills as well as specific courses in starting and managing a small business.

Minimum credits .....	34
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (6 credits)

Take the following

ENG 131 Writing Experience

ENG 232 Technical & Business Writing

### ENTREPRENEURSHIP RELATED REQUIREMENTS - (13 credits)

Take the following

ENT 160 Introduction to Entrepreneurship

ENT 161 Opportunity Analysis

ENT 162 Legal Issues for Small Business

ENT 163 Financial Management for Small Business

ENT 164 Entrepreneurial Marketing

ENT 169 Business Plan

### MARKETING PROGRAM CORE REQUIREMENTS - (15 credits)

Take the following

BUA 120 Human Relations

BUA 130 Customer Service

BUA 131 Effective Selling

BUA 230 Principles of Marketing

BUA 231 Advertising, Promotion & Public Relations

## MEDICAL INSURANCE BILLER ENTREPRENEUR – CERTIFICATE (MIEN.CERT)

The medical insurance biller entrepreneurship certificate program prepares the student to work in the medical billing field. Emphasis is placed on interpersonal, written and oral communication, office procedures, medical terminology, use of computers, diagnostic and procedure coding and medical insurance billing, record keeping and medical insurance. On the job experience is provided in a 150-hour non-paid externship. The student may enter any semester part-time or full-time. JCC's medical insurance biller entrepreneurship program, offered for college credit, can help prospective entrepreneurs launch new ventures. Entrepreneurs who already have established businesses can strengthen their managerial and business skills. Students in the medical insurance biller entrepreneurship program at JCC will learn the fundamentals of starting and operating their own businesses. The program includes basic business skills as well as specific courses in starting and managing a small business.

Minimum credits .....	41
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (3 credits)

**Take the following**

ENG 131 Writing Experience

### ENTREPRENEURSHIP RELATED REQUIREMENTS - (13 credits)

**Take the following**

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 162 Legal Issues for Small Business
- ENT 163 Financial Management for Small Business
- ENT 164 Entrepreneurial Marketing
- ENT 169 Business Plan

### MEDICAL INSURANCE BILLER PROGRAM CORE REQUIREMENTS - (25 credits)

**Take the following**

- CIS 101 Introduction to Computer Systems
- MDA 112 Insurance Reports, Law and Ethics
- MDA 120 Medical Terminology
- LPN 141 Body Structure and Function  
or MDA 141 Body Structure and Function
- MDA 240 Medical Office Procedures
- MDA 241 Medical Records
- MDA 242 Advanced Medical Billing
- MDA 245 Billing/Transcriptionist Externship

## P.C. TECHNICIAN ENTREPRENEUR – CERTIFICATE (PTEN.CERT)

The P.C. technician certificate prepares students to work as a computer service professional. A+ /Network+ is the recognized industry standard for computer service technicians. This training is the "journeyman's card" for professionals in microcomputer maintenance. The P.C. technician validates technical competency in networking administration and support. Those holding A+ /Network+ should demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. JCC's P.C. technician entrepreneurship program, offered for college credit, can help prospective entrepreneurs launch new ventures. Entrepreneurs who already have established businesses can strengthen their managerial and business skills. Students in the P.C. technician entrepreneurship program at JCC will learn the fundamentals of starting and operating their own businesses. The program includes basic skills as well as specific courses in starting and managing a small business.

Minimum credits .....	33
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (6 credits)

**Take the following**

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

### ENTREPRENEURSHIP RELATED REQUIREMENTS - (13 credits)

**Take the following**

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 162 Legal Issues for Small Business
- ENT 163 Financial Management for Small Business
- ENT 164 Entrepreneurial Marketing
- ENT 169 Business Plan

### P.C. TECHNICIAN PROGRAM CORE REQUIREMENTS - (14 credits)

**Take the following**

- CIS 101 Introduction to Computer Systems
- CIS 174 PC Repair/A+ Hardware Component
- CIS 175 PC Repair/A+ Software Component
- CIS 176 A+ Certification Exam Preparation
- CIS 177 Network+ Networking Fundamentals
- CIS 179 Network+ Certification Exam Preparation

## ENTREPRENEUR – CONCENTRATION

Minimum credits .....	16
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### ENTREPRENEURSHIP RELATED REQUIREMENTS - (16 credits)

**Take the following**

- ENT 160 Introduction to Entrepreneurship
- ENT 161 Opportunity Analysis
- ENT 162 Legal Issues for Small Business
- ENT 163 Financial Management for Small Business
- ENT 164 Entrepreneurial Marketing
- ENT 169 Business Plan
- QIS 101 Introduction to Computer Systems

## COMPUTER PROGRAMMING SPECIALIST – ASSOCIATE IN APPLIED SCIENCE (CPSP.AAS)

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, computer operator, information office systems manager, operations scheduler, systems analyst or programmer.

Minimum credits .....	67
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (21 credits)

**ADO 1: Write clearly, concisely and intelligibly (3 credits)**

**Take the following**

- ENG 131 Writing Experience

**ADO 2 Speak clearly, concisely and intelligibly (3 credits)**

**Choose one of the following**

- SPH 231 Communication Fundamentals
- SPH 240 Interpersonal Communication

**ADO 3 Demonstrate computational skills and mathematical reasoning (3-5 credits)**

**Take the following**

- MTH 131 Intermediate Algebra or higher

**ADO 4 Demonstrate scientific reasoning (4-5 credits)**

**Choose one of the following**

- BIO 110 Introductory Biology
- BIO 131 General Biology
- BIO 132 Human Biology
- BIO 155 Anatomy & Physiology
- BIO 220 Microbiology

- BIO 253 Human Anatomy & Physiology I
- CEM 131 Fundamentals of Chemistry
- CEM 141 General Chemistry I
- GEL 160 Introduction to Geology
- NSC 131 Contemporary Science
- PHY 131 Conceptual Physics
- PHY 151 Astronomy
- PHY 231 College Physics I
- PHY 251 Modern University Physics

**ADO 5 Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3-4 credits)**

**Choose one of the following**

- ECN 231 Macroeconomics
- ECN 232 Microeconomics
- HIS 131 Western Civilization to 1555
- HIS 132 Western Civilization 1555 to Present
- HIS 231 Development of the US through the Civil War
- HIS 232 Development of the US from the Civil War
- HIS 235 20th Century History
- PLS 141 American National Government
- PSY 140 Introduction to Psychology
- SOC 231 Principles of Sociology

**ADO 6 Understand aesthetic experience and artistic creativity (3 credits)**

**Choose one of the following**

- ART 111 Art History: Prehistoric to 1400
- ART 112 Art History: Renaissance to Present
- ENG 210 Introduction to Film
- ENG 246 Short Story & Novel
- ENG 247 Poetry & Drama
- ENG 252 Shakespeare
- ENG 254 Children's Literature
- ENG 255 American Literature – 19th Century
- ENG 256 American Literature – 20th Century
- HUM 131 Cultural Connections
- MUS 131 Understanding Music
- THR 116 Introduction to Theatre

**ADO 7: Think critically**

Program courses meet this requirement

**ADO 8 Make responsible decisions in personal and professional contexts (1-3 credits)**

**Choose one of the following**

- HFF 160 Wellness
- HFF 277 Stress Management
- HFF 283 Managing Stress & Holistic Health
- PHL 236 Ethics

**ADO 9 Work productively with others, recognizing individual contributions to group success**

Program courses meet this requirement

**ADO 10 Understand and respect the diversity and interdependence of the world's peoples and cultures**

Program courses meet this requirement

**COMPUTER PROGRAMMING SPECIALIST RELATED REQUIREMENTS - (10 credits)**

Take the following

ACC 216 Financial Accounting Concepts

BUA 100 Contemporary Business

BUA 120 Human Relations in Business

**COMPUTER PROGRAMMING SPECIALIST CORE REQUIREMENTS - (36 credits)**

Take the following

CIS 012 Microsoft® Windows® Workshop

CIS 013 Operating Systems UNIX

CIS 016 Microsoft® DOS® Workshop

CIS 101 Introduction to Computer Systems

CIS 122 Microsoft® Access® Comprehensive

CIS 143 HTML

CIS 158 Programming Logic

CIS 160 Programming in Visual Basic .NET

CIS 165 JAVA Programming

CIS 170 Programming in C++

CIS 174 PC Repair/A+ Hardware Component

or CIS 177 Network+/Networking Fundamentals

CIS 244 Web Programming

CIS 260 Advanced Visual Basic .NET

CIS 273 Systems Concepts and Design

**COMPUTER PROGRAMMING SPECIALIST – CERTIFICATE (CPSP.CERT)**

Minimum credits ..... 41

Minimum cumulative GPA: ..... 2.0

Minimum grade in all courses ..... 2.0

Minimum JCC credits ..... 12

MACRAO agreement ..... No

**GENERAL EDUCATION REQUIREMENTS – (6 credits)**

Take the following

ENG 131 Writing Experience

MTH 131 Intermediate Algebra or higher

**COMPUTER PROGRAMMING SPECIALIST CORE REQUIREMENTS – (35 credits)**

Take the following

CIS 012 Microsoft® Windows® Workshop

CIS 013 Operating Systems UNIX

CIS 016 Microsoft® DOS® Workshop

CIS 101 Introduction to Computer Systems

CIS 122 Microsoft® Access® Comprehensive

CIS 143 HTML

CIS 158 Programming Logic

CIS 160 Programming in Visual Basic .NET

CIS 165 JAVA Programming

CIS 170 Programming in C++

CIS 174 PC Repair/A+ Hardware Component

or CIS 177 Network+/Networking Fundamentals

CIS 244 Web Programming

CIS 260 Advanced Visual Basic .NET

CIS 273 System Concepts and Design

**MICROCOMPUTER APPLICATIONS SPECIALIST – ASSOCIATE IN APPLIED SCIENCE (MCSP.AAS)**

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 in developing 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 ..... 61

Minimum cumulative GPA: ..... 2.0

Minimum grade in all courses ..... 2.0

Minimum JCC credits ..... 12

MACRAO agreement ..... No

**GENERAL EDUCATION REQUIREMENTS - (23 credits)**

**ADO 1: Write clearly, concisely and intelligibly (6 credits)**

Take the following

ENG 131 Writing Experience

ENG 232 Technical & Business Writing

**ADO 2 Speak clearly, concisely and intelligibly (3 credits)**

Choose one of the following

SPH 231 Communication Fundamentals

SPH 240 Interpersonal Communication

**ADO 3 Demonstrate computational skills and mathematical reasoning (3-5 credits)**

Take the following

MTH 120 Beginning Algebra or higher

**ADO 4 Demonstrate scientific reasoning (4-5 credits)**

Choose one of the following

BIO 110 Introductory Biology

BIO 131 General Biology

BIO 132 Human Biology

BIO 155 Anatomy & Physiology

BIO 220 Microbiology

BIO 253 Human Anatomy & Physiology I

CEM 131 Fundamentals of Chemistry

CEM 141 General Chemistry I

GEL 160 Introduction to Geology

NSC 131 Contemporary Science

- PHY 131 Conceptual Physics
- PHY 151 Astronomy
- PHY 231 College Physics I
- PHY 251 Modern University Physics I

**ADO 5 Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3 credits)**

**Choose one of the following**

- ECN 231 Macroeconomics
- ECN 232 Macroeconomics
- PLS 141 American National Government
- PSY 140 Introduction to Psychology
- SOC 231 Principles of Sociology

**ADO 6 Understand aesthetic experience and artistic creativity (3 credits)**

**Choose one of the following**

- ART 111 Art History: Prehistoric to 1400
- ART 112 Art History: Renaissance to Present
- ENG 210 Introduction to Film
- ENG 246 Short Story & Novel
- ENG 247 Poetry & Drama
- ENG 252 Shakespeare
- ENG 254 Children's Literature
- ENG 255 American Literature – 19th Century
- ENG 256 American Literature – 20th Century
- HUM 131 Cultural Connections
- MJS 131 Understanding Music
- THR 116 Introduction to Theatre

**ADO 7: Think critically**

Program courses meet this requirement

**ADO 8 Make responsible decisions in personal and professional contexts (1-3 credits)**

**Choose one of the following**

- HFF 160 Wellness
- HFF 277 Stress Management
- HFF 283 Managing Stress & Holistic Health
- PHL 236 Ethics

**ADO 9 Work productively with others, recognizing individual contributions to group success**

Program courses meet this requirement

**ADO 10 Understand and respect the diversity and interdependence of the world's peoples and cultures**

Program courses meet this requirement

**MICROCOMPUTER APPLICATIONS SPECIALIST RELATED REQUIREMENTS - (5 credits)**

**Take the following**

- ACC 215 Payroll Accounting
- BUA 130 Customer Service

**MICROCOMPUTER APPLICATIONS SPECIALIST CORE - (33 credits)**

**Take the following**

- CIS 012 Microsoft® Windows® Workshop

- CIS 013 Operating Systems UNIX®
- CIS 016 Microsoft® DOS® Workshop
- CIS 025 Microsoft® Expression Web®  
or CIS 045 Web Page Design I (Dreamweaver®)
- CIS 101 Introduction to Computer Systems
- CIS 119 Microsoft® PowerPoint®
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 136 Integrated Design I
- CIS 160 Programming in Visual Basic .NET
- CIS 174 PC Repair/A+ Hardware Component
- CIS 175 PC Repair/A+ Software Component
- CIS 177 Network+ /Networking Fundamentals

## MICROCOMPUTER APPLICATION SPECIALIST – CERTIFICATE (MCSP.CERT)

Minimum credits .....	31
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

**GENERAL EDUCATION REQUIREMENTS – (12 credits)**

**Take the following**

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

**Choose one of the following**

- SPH 231 Communication Fundamentals  
or SPH 240 Interpersonal Communication

**MICROCOMPUTER APPLICATIONS SPECIALIST CORE REQUIREMENTS – (19 credits)**

**Take the following**

- CIS 012 Microsoft® Windows® Workshop
- CIS 013 Operating System UNIX
- CIS 016 Microsoft® DOS® Workshop
- CIS 045 Web Page Design I (Dreamweaver®)
- CIS 101 Introduction to Computer Systems
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 177 Network+ /Networking Fundamentals

## MICROSOFT® OFFICE® SPECIALIST – CERTIFICATE (MSOS.CERT)

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 in developing their skills in the use of graphing personal management, project management, and electronic presentations. The Microsoft® Office® Specialist program provides a framework for measuring student proficiency with Microsoft® Office® applications and prepares students for the industry recognized Microsoft® Exams for measuring an individual's mastery of "Office®" applications. Students completing the program could be hired at entry-level positions such as secretaries, help desk technicians, administrative assistants, and stenographers.

Minimum credits .....	33
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (12 credits)

#### Take the following

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

#### Choose one of the following

- SPH 231 Communication Fundamentals  
or SPH 240 Interpersonal Communication

### MICROSOFT® OFFICE® SPECIALIST CORE REQUIREMENTS - (21 credits)

#### Take the following

- CIS 101 Introduction to Computer Systems
- CIS 110 Beginning Keyboarding/Typing
- CIS 119 Microsoft® PowerPoint®
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive
- CIS 210 Office Administration Systems

## MICROSOFT® OFFICE® SPECIALIST – CONCENTRATION

These courses are part of the Microsoft® Certified Applications Specialist credential tests. Students who pass the "expert" Word® and Excel® exams and the "specialist" Access® and PowerPoint® exams will receive "Master" recognition from the Microsoft® Corporation. Other levels of Microsoft® Office® certification are available from Microsoft® as students begin passing exams. 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, and secretaries.

Minimum credits .....	17
Minimum cumulative GPA: .....	2.0

Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### REQUIRED COURSES - (17 credits)

#### Take the following

- CIS 101 Introduction to Computer Systems
- CIS 110 Beginning Keyboarding/Typing
- CIS 119 Microsoft® PowerPoint
- CIS 120 Microsoft® Word® Comprehensive
- CIS 121 Microsoft® Excel® Comprehensive
- CIS 122 Microsoft® Access® Comprehensive

## NETWORKING SPECIALIST – ASSOCIATE IN APPLIED SCIENCE (NESP.AAS)

Networking involves the hardware, software and communication channels necessary to allow computers to talk to each other. 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. Students will study various components of computer hardware and networking. These courses prepare the student to take industry standard exams for both A+ and Network+ certifications. For specific information on these certifications, please talk to the instructors. Students who pass the appropriate related certification exams can also achieve the premier certifications of CompTIA Security+, Microsoft® Certified System Administrator (MCSA) and Certified Cisco Network Administrator (CCNA).

Minimum credits .....	61
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (20 credits)

#### ADO 1: Write clearly, concisely and intelligibly (3 credits)

##### Take the following

- ENG 131 Writing Experience

#### ADO 2: Speak clearly, concisely and intelligibly (3 credits)

##### Choose one of the following

- SPH 231 Communication Fundamentals
- SPH 240 Interpersonal Communication

#### ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

##### Take the following

- MTH 120 Beginning Algebra or higher

#### ADO 4: Demonstrate scientific reasoning (4-5 credits)

##### Choose one of the following

- BI 110 Introductory Biology
- BI 131 General Biology
- BI 132 Human Biology
- BI 155 Human Anatomy & Physiology
- BI 220 Microbiology
- BI 253 Human Anatomy & Physiology I



- CIS 176 A+ Certification Exam Preparation
- CIS 177 Network+ /Networking Fundamentals
- CIS 179 Network+ Certification Exam Preparation
- CIS 281 Microsoft® Networking 1
- CIS 282 Microsoft® Networking 2
- CIS 283 Microsoft® Networking 3
- CIS 284 Microsoft® Networking 4

## COMPUTER SERVICE TECHNICIAN (A+/Network+) – CONCENTRATION

The computer service technician credential prepares students to work as a computer service professional. A+/Network+ is the recognized industry standard for computer service technicians. This training is the "journeyman's card" for professionals in microcomputer maintenance. The computer service technician validates technical competency in networking administration and support. Those holding A+/Network+ should demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. CompTIA (Computing Technology Industry Association) is the certifying agent, a non-profit industry group which determines competencies. CompTIA assures the quality of those who successfully pass the A+ and Network+ Certification exams. Jackson Community College provides this program to prepare students to pass both exams. The exam is administered by CompTIA's agents.

Minimum credits .....	14
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### REQUIRED COURSES - (14 credits)

#### Take the following

- CIS 101 Introduction to Computer Systems
- CIS 174 PC Repair/A+ Hardware Component
- CIS 175 PC Repair/A+ Software Component
- CIS 176 A+ Certification Exam Preparation
- CIS 177 Network+ Networking Fundamental Component
- CIS 179 Network+ Certification Exam Preparation

## NETWORK+/SECURITY+ – CONCENTRATION

There is compelling evidence that neither technologies nor policies alone offer effective protection against security threats. Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption and corporate edicts. Industry and government around the world must have a well-trained workforce to effectively combat hackers, attacks, and security threats. The Network+/Security+ is designed to prepare students to work as an Information Technology professional with a knowledge of information security within computer networks. Both the CompTIA (Computing Technology Industry Association) Network+ and Security+ certifications are recognized as basic industry standards and are required by many employers. JCC provides this program to prepare students to pass both exams. The exams are administered by CompTIA agents.

Minimum credits .....	16
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### REQUIRED COURSES - (16 credits)

#### Take the following

- CIS 101 Introduction to Computer Systems
- CIS 177 Network+ /Networking Fundamentals
- CIS 179 Network + Certification Exam Preparation
- CIS 281 Microsoft® Networking 1
- CIS 282 Microsoft® Networking 2
- CIS 288 Network Security/Security+

## ADMINISTRATIVE ASSISTANT – ASSOCIATE IN APPLIED SCIENCE (ADAS.AAS)

This degree provides a solid foundation for students seeking higher-level support positions in office settings where increased responsibilities require technical skills in business communications, interpersonal relations, desktop publishing, presentation software, accounting, and database software. Office and support staff personnel are in great demand everywhere today. Employment opportunities for secretaries and administrative assistants are expected to grow through the year 2010. Students completing this program could be hired for above entry-level positions such as office information assistants, office systems supervisors, administrative office systems assistants, administrative secretaries, and executive assistants.

Minimum credits .....	60
Minimum cumulative GPA: .....	2.0
Minimum grade in all courses .....	2.0
Minimum JCC credits .....	12
MACRAO agreement .....	No

### GENERAL EDUCATION REQUIREMENTS - (23 credits)

#### ADO 1: Write clearly, concisely and intelligibly (6 credits)

##### Take the following

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

#### ADO 2: Speak clearly, concisely and intelligibly (3 credits)

##### Choose one of the following

- SPH 231 Communication Fundamentals
- SPH 240 Interpersonal Communication

#### ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)

##### Take the following

- MTH 120 Beginning Algebra or higher

#### ADO 4: Demonstrate scientific reasoning (4-5 credits)

##### Choose one of the following

- BIO 110 Introductory Biology
- BIO 131 General Biology

BIO 132 Human Biology  
 BIO 155 Anatomy & Physiology  
 BIO 220 Microbiology  
 BIO 253 Human Anatomy & Physiology I  
 CEM 131 Fundamentals of Chemistry  
 CEM 141 General Chemistry I  
 GEL 160 Introduction to Geology  
 NSC 131 Contemporary Science  
 PHY 131 Conceptual Physics  
 PHY 151 Astronomy  
 PHY 231 College Physics I  
 PHY 251 Modern University Physics I

**ADO 5 Understand human behavior and social systems, the principles which govern them and their implications for the present and future (3 credits)**

**Choose one of the following**

ECN 231 Macroeconomics  
 ECN 232 Macroeconomics  
 PLS 141 American National Government  
 PSY 140 Introduction to Psychology  
 SOC 231 Principles of Sociology

**ADO 6 Understand aesthetic experience and artistic creativity (3 credits)**

**Choose one of the following**

ART 111 Art History: Prehistoric to 1400  
 ART 112 Art History: Renaissance to Present  
 ENG 210 Introduction to Film  
 ENG 246 Short Story & Novel  
 ENG 247 Poetry & Drama  
 ENG 252 Shakespeare  
 ENG 254 Children's Literature  
 ENG 255 American Literature – 19th Century  
 ENG 256 American Literature – 20th Century  
 HUM 131 Cultural Connections  
 MUS 131 Understanding Music  
 THR 116 Introduction to Theatre

**ADO 7: Think critically**

**Program courses meet this requirement**

**ADO 8 Make responsible decisions in personal and professional contexts (1-3 credits)**

**Choose one of the following**

HFF 160 Wellness  
 HFF 277 Stress Management  
 HFF 283 Managing Stress & Holistic Health  
 PHL 236 Ethics

**ADO 9 Work productively with others, recognizing individual contributions to group success**

**Program courses meet this requirement**

**ADO 10 Understand and respect the diversity and interdependence of the world's peoples and cultures**

**Program courses meet this requirement**

**ADMINISTRATIVE ASSISTANT RELATED REQUIREMENTS - (8 credits)**

**Take the following**

ACC 215 Payroll Accounting  
 BJA 121 Leadership  
 BJA 130 Customer Service

**ADMINISTRATIVE ASSISTANT CORE REQUIREMENTS - (29 credits)**

**Take the following**

CIS 024 Microsoft® Outlook® Workshop  
 CIS 045 Web Page Design I (Dreamweaver®)  
 CIS 101 Introduction to Computer Systems  
 CIS 110 Beginning Keyboarding/Typing  
 CIS 111 Intermediate Keyboarding/Typing  
 CIS 119 Microsoft® PowerPoint®  
 CIS 120 Microsoft® Word® Comprehensive  
 CIS 121 Microsoft® Excel® Comprehensive  
 CIS 122 Microsoft® Access® Comprehensive  
 CIS 210 Office Administration Systems  
 CIS 245 Internship

## 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.

### SUGGESTED COURSE SEQUENCE FOR COMPUTER SCIENCE

**First Year, Fall Semester**

ENG 131, CPS 175, MATH 151, CEM 141, MACRAO humanities course

**First Year, Winter Semester**

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

**Second Year, Fall Semester**

CPS 217, MATH 251, PHY 251, MACRAO social science course

**Second Year, Winter Semester**

MATH 254, MACRAO social science and humanities courses