



Business Administration

Associate in Specialized Business Degree Program

Objective: This sixteen-month program is designed to provide a strong foundation in the basic principles of business and management with emphasis on accounting and microcomputer operations using modern business software. Courses cover the preparation of spreadsheets, graphs, and databases, as well as extensive accounting and word processing training. Graduates are prepared for various entry-level positions in such areas as business, accounting, microcomputer operations, banking, insurance, finance and real estate.

Course #	Title	Theory	Lab	Externship	Credit
101	Accounting I	50	25		4
113	Introduction to Computers	25	50		3
116	Keyboarding I	25	50		3
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
102	Accounting II	50	25		4
107	Microsoft Office I (Word Core)	25	50		3
114	Outlook/Publisher	25	50		3
119	Business Mathematics	25	50		3
GE105*	Communications	50	25		4
103	Accounting III	50	25		4
105	Income Taxation I	50	25		4
108	Advanced Word (Word Expert)	25	50		3
110	Microsoft Office III (Powerpoint)	25	50		3
111	Excel I (Excel Core)	25	50		3
104	Computerized Payroll Accounting and Taxation	50	25		4
106	Computerized Accounting	25	50		3
109	Microsoft Office II (Access)	25	50		3
112	Excel II (Excel Expert)	25	50		3
1000*	Professional Skills Workshop	50	25		4
1001	Externship			100	2
Totals		700	800	100	70

4	Semesters
62.5	Weeks
70	Credits

* General education courses are denoted with an asterisk.

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.

