

Business Management

Banking and Insurance Option

The banking and insurance option of the business management program will prepare students for careers in the banking and/or insurance industries. This option will introduce students to topics related to banking, risk management, insurance, fraud, customer service, products of each industry and skills in spreadsheet applications. Three to six hours of cooperative internship in a position directly related to the banking or insurance industry is required for this option.

Required Program of Study for Associate of Applied Science Degree (2 years)

Freshman Year

FIRST SEMESTER

Course	Credits
BSAD 1070 Math & Machines	3
BSAD 2520 Principles of Marketing	3
BSAD 2540 Principles of Management	3
ENGL 1010 English Composition I	3
INFO 1100 Microcomputer Applications or OFFT 1500 Microsoft Office	3
	15

SECOND SEMESTER

Course	Credits
BSAD 2160 Customer Service and Business Etiquette	3
BSAD 2510 Organization Behavior	2
INFO 1700 Introduction to Internet	1
MATH 1045 Applied Mathematics**	3
PSYC 1810 Introduction to Psychology	3
SPCH 1010 Fundamentals of Communication or SPCH 1110 Public Speaking	3
	15

SUMMER

Course	Credits
BSAD 1300 Cooperative Internship I	3

Sophomore Year

FIRST SEMESTER

Course	Credits
ACCT 1200 Accounting I*	3
BSAD 2050 Business Communications	3
BSAD 2140 Principles of Banking	3
BSAD 2700 Business Law I	3
ECON 1040 Personal Finance or ECON 2110 Macroeconomics	3
	15

SECOND SEMESTER

Course	Credits
AGRI 1420 Interpersonal Skills	3
BSAD 2130 Salesmanship	3
BSAD 2240 Principles of Insurance	3
BSAD 2350 Security & Loss Prevention	3
INFO 2100 Spreadsheet Applications	3
	15

* Students with no accounting experience are encouraged to take ACCT 1060 Basic Accounting Procedures prior to Accounting I.

** These are minimum requirements. Students are encouraged to take higher level courses according to individual skill.

NOTE: The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite sure that they will not continue their education toward a bachelors degree. Students interested in continuing their education at a four-year college or university should enroll in the business administration program.