PROGRAM MISSION STATEMENT
The mission of St. Johns River State College’s business programs is to produce graduates with the knowledge and skills essential for success in the workplace and to encourage the pursuit of lifelong learning and personal growth through our strong partnerships with local businesses and high quality, innovative, and effective instruction that meets the needs of the diverse communities we serve.

ACCOUNTING TECHNOLOGY
ACCOUNTING TECHNOLOGY MANAGEMENT
ACCOUNTING TECHNOLOGY OPERATIONS
ACCOUNTING TECHNOLOGY SPECIALIST
BUSINESS ADMINISTRATION
BUSINESS MANAGEMENT
BUSINESS OPERATIONS
BUSINESS SPECIALIST
RISK MANAGEMENT AND INSURANCE OPERATIONS
RISK MANAGEMENT AND INSURANCE MANAGEMENT
ACCOUNTING TECHNOLOGY (0093)
ASSOCIATE IN SCIENCE DEGREE

This program provides a general background for students seeking employment as bookkeepers, accounting technicians, or in any financial field. The program will also enhance the knowledge and competencies of those presently or previously employed in this field.

The Accounting Technology A.S. Degree can be completed on campus or online. This degree articulates into the Bachelor of Applied Science in Organizational Management.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

GENERAL EDUCATION COURSES:
- ENC 1101 Composition I..........................................................................................................................3
- HUM 2020 Introduction to Humanities........................................................................................................3
- MAC 1105 College Algebra.........................................................................................................................3

Choose one of the following Natural Science courses:
- CHM 1020 Introduction to Chemistry...........................................................................................................3
- ESC 1000 Earth and Space Science...............................................................................................................3
- EVR 1001C Introduction to Environmental Science and Laboratory.........................................................3
- PHY 1020 Introduction to Physics..................................................................................................................3

Choose one of the following Social Science courses:
- AMH 2020 United States History Since 1877.................................................................................................3
- POS 1041 United States Federal Government............................................................................................3

DEGREE SPECIFIC COURSES:
- ACG 2021C Principles of Financial Accounting..........................................................................................3
- ACG 2071 Principles of Managerial Accounting..........................................................................................3
- ACG 2450 Computer Accounting Applications..........................................................................................3
- BUL 1241 Business Law I............................................................................................................................3
- CGS 1100 Microcomputer Applications Software..........................................................................................3
- CGS 1515 Spreadsheet Concepts for Business...........................................................................................3
- ECO 2013 Macroeconomics..........................................................................................................................3
- ECO 2023 Microeconomics..........................................................................................................................3
- FIN 1100 Personal Finance..............................................................................................................................3
- GEB 1011 Introduction to Business..................................................................................................................3
- GEB 2214 Business Communications...........................................................................................................3
- GEB 2930 Special Topics Capstone..................................................................................................................3
- MAN 2021 Principles of Management...........................................................................................................3
- MAR 2011 Principles of Marketing..................................................................................................................3
- TAX 2002 Small Business and Individual Taxes..............................................................................................3

REQUIRED TOTAL CREDIT HOURS 60

+ Prerequisite course required. See course descriptions in catalog.
ACCOUNTING TECHNOLOGY MANAGEMENT (0401)

COLLEGE CREDIT CERTIFICATE

This program prepares students for employment as bookkeepers, accounting clerks, junior accountants, and assistant accountants. The program prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:

+ ACG  2021C Principles of Financial Accounting ................................................................. 3
+ ACG  2071 Principles of Managerial Accounting ................................................................. 3
+ CGS  1100 Microcomputer Applications Software ............................................................. 3
+ CGS  1515 Spreadsheet Concepts for Business ................................................................. 3
+ ACG  2450 Computer Accounting Applications .................................................................. 3
+ FIN  1100 Personal Finance ................................................................................................. 3
+ GEB  1011 Introduction to Business .................................................................................... 3
+ GEB  2214 Business Communications ............................................................................... 3
+ TAX  2002 Small Business and Individual Taxes ................................................................. 3

REQUIRED TOTAL CREDIT HOURS 27

+ Prerequisite course required. See course descriptions in catalog.
ACCOUNTING TECHNOLOGY OPERATIONS (0402)

This program is designed to prepare students for entry level employment in positions such as bookkeeping, accounting, auditing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:

+ ACG 2021C Principles of Financial Accounting ......................................................... 3
+ ACG 2071 Principles of Managerial Accounting .......................................................... 3
   CGS 1100 Microcomputer Applications Software ..................................................... 3
+ ACG 2450 Computer Accounting Applications ....................................................... 3
+ GEB 1011 Introduction to Business ....................................................................... 3
+ GEB 2214 Business Communications ................................................................... 3

REQUIRED TOTAL CREDIT HOURS 18

+ Prerequisite course required. See course descriptions in catalog.

ACCOUNTING TECHNOLOGY SPECIALIST (0403)

This program is designed to prepare students for entry level employment in positions such as billing clerks and accounting paraprofessionals. It also provides supplemental training for persons previously or currently employed in these areas who need to upgrade their skills. In addition, this certificate provides supplemental training for persons previously or currently employed in the accounting field.

This program is an intermediate step toward an Associate in Science degree in Accounting Technology.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:

+ ACG 2021C Principles of Financial Accounting ......................................................... 3
   CGS 1100 Microcomputer Applications Software ..................................................... 3
   GEB 1011 Introduction to Business ....................................................................... 3
+ GEB 2214 Business Communications ................................................................... 3

REQUIRED TOTAL CREDIT HOURS 12

+ Prerequisite course required. See course descriptions in catalog.
ASSOCIATE IN SCIENCE DEGREE

BUSINESS ADMINISTRATION (0202)

This program provides a broad background for students seeking employment in business areas, including sales and retail outlets, financial institutions, small business enterprises, insurance, and mid-management positions. The program also will enhance the knowledge and competencies of those presently employed.

The Business Administration A.S. Degree can be completed on campus or online. This degree articulates into the Bachelor of Applied Science in Organizational Management.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

GENERAL EDUCATION COURSES:

ENC 1101 Composition I ................................................................................................................................................3
+ HUM 2020 Introduction to Humanities ..........................................................................................................................3
+ MAC 1105 College Algebra .............................................................................................................................................3

Choose one of the following Natural Science courses:

CHM 1020 Introduction to Chemistry .................................................................................................................................3
OR
ESC 1000 Earth and Space Science .................................................................................................................................3
OR
EVR 1001C Introduction to Environmental Science and Laboratory ...........................................................................3
OR
PHY 1020 Introduction to Physics ......................................................................................................................................3

Choose one of the following Social Science courses:

AMH 2020 United States History Since 1877 .....................................................................................................................3
OR
POS 1041 United States Federal Government ................................................................................................................3

DEGREE SPECIFIC COURSES:

+ ACG 2021C Principles of Financial Accounting ........................................................................................................3
+ ACG 2071 Principles of Managerial Accounting ............................................................................................................3
+ ACG 2450 Computer Accounting Applications ..........................................................................................................3
BUL 1241 Business Law I ..................................................................................................................................................3
CGS 1100 Microcomputer Applications Software ........................................................................................................3
ECO 2013 Macroeconomics ...........................................................................................................................................3
FIN 1100 Personal Finance .................................................................................................................................................3
GEB 1011 Introduction to Business ..................................................................................................................................3
+ GEB 2214 Business Communications ........................................................................................................................3
+ GEB 2930 Special Topics Capstone ................................................................................................................................3
MAN 2021 Principles of Management ............................................................................................................................3
MAR 2011 Principles of Marketing ....................................................................................................................................3

SPECIALIZATION (CHOOSE ONE FROM LIST) 9
Specializations listed on next page

REQUIRED TOTAL CREDIT HOURS 60

+ Prerequisite course required. See course descriptions in catalog.
### BUSINESS ADMINISTRATION (0202) CONTINUED

#### ASSOCIATE IN SCIENCE DEGREE

**BANKING SPECIALIZATION**

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<td>Principles of Banking/Credit Union Operations</td>
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<td>BAN 2240</td>
<td>Consumer Lending</td>
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<tr>
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**MARKETING SPECIALIZATION**

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<td>MAR 2410</td>
<td>Personal Selling</td>
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<td>MAR 2723</td>
<td>Social Media Implementation</td>
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**INSURANCE SPECIALIZATION**

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**INTERNATIONAL BUSINESS SPECIALIZATION**

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**HUMAN RESOURCES SPECIALIZATION**

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<td>MNA 2320</td>
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**BUSINESS ADMINISTRATION SPECIALIZATION**

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<td>RMI</td>
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<tr>
<td>+ CGS 1515</td>
<td>Spreadsheet Concepts for Business</td>
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+ Prerequisite course required. See course descriptions in catalog.
BUSINESS MANAGEMENT (0426)

This program prepares students for the operation of a small business and to become small business owners/entrepreneurs. This program prepares individuals to become proficient in the planning, organizing, directing, and controlling of a business, including organizational and human aspects, with emphasis on various theories of management, the knowledge and understanding necessary for managing economic resources, and decision making. Emphasis is given to the ownership of small business enterprises.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward an Associate in Science degree in Business Administration.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:

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<td>Business Law I</td>
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<td>CGS 1100</td>
<td>Microcomputer Applications Software</td>
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</tr>
<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+ GEB 2214</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
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</tbody>
</table>

REQUIRED TOTAL CREDIT HOURS 24

+ Prerequisite course required. See course descriptions in catalog.
BUSINESS OPERATIONS (0427)
COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level supervisory positions, customer relations representative, events coordinator, and business office specialists. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:

+ ACG 2021C  Principles of Financial Accounting .................................................................3
+ BUL 1241  Business Law I ........................................................................................................3
+ CGS 1100  Microcomputer Applications Software ............................................................3
+ FIN 1100  Personal Finance ..................................................................................................3
+ GEB 1011  Introduction to Business .........................................................................................3
+ GEB 2214  Business Communications .......................................................................................3

REQUIRED TOTAL CREDIT HOURS 18

+ Prerequisite course required. See course descriptions in catalog.
BUSINESS SPECIALIST (0428)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level positions such as office specialists, support services specialist and general business office support. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:
CGS 1100 Microcomputer Applications Software .............................................................. 3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) IN ACCOUNTING OR FINANCE 3
+ ACG 2021C Principles of Financial Accounting ............................................................... 3
+ ACG 2071 Principles of Managerial Accounting ............................................................. 3
+ ACG 2450 Computer Accounting Applications ............................................................. 3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) IN BUSINESS COMMUNICATIONS/Writing 3
+ ENC 2210 Technical and Professional Report Writing ..................................................... 3
+ GEB 2214 Business Communications ............................................................................. 3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) FROM ANY OF THE SPECIALIZATIONS BELOW 3
BANKING SPECIALIZATION
ECO 2013 Principles of Macroeconomics ............................................................................ 3
ECO 2023 Principles of Microeconomics ........................................................................... 3
FIN 2231 Money, Banking, and International Finance ......................................................... 3
FIN 1100 Personal Finance ................................................................................................ 3

SALES/CUSTOMER SERVICE SPECIALIZATION
MAR 2011 Principles of Marketing ....................................................................................... 3
MAR 2321 Advertising ......................................................................................................... 3
MAR 2410 Personal Selling ................................................................................................ 3

MANAGEMENT SPECIALIZATION
MAN 2021 Principles of Management ................................................................................ 3
GEB 2350 Introduction to International Business ............................................................. 3
MAN 2300 Introduction to Human Resource Management ................................................. 3

REQUIRED TOTAL CREDIT HOURS 12

+ Prerequisite course required. See course descriptions in catalog.
RISK MANAGEMENT AND INSURANCE OPERATIONS (0423)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level risk management and insurance positions. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

CERTIFICATE SPECIFIC COURSES:

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<th>Course</th>
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<td>RMI</td>
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<td>RMI</td>
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</table>

REQUIRED TOTAL CREDIT HOURS 18

+ Prerequisite course required. See course descriptions in catalog.
This program provides students with the skills and knowledge needed for employment in entry level risk management and insurance positions. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward an Associate in Science degree in Business Administration.

Completion of this certificate and a minimum 2-year degree automatically bestows without examination up to three Florida insurance licenses (4-40, 20-44, & 2-15) through the Division of Insurance Agent and Agency Services.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu or call (904) 276-6773.

<table>
<thead>
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<tr>
<td>FIN 1100</td>
<td>Personal Finance ........................................................................ 3</td>
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<tr>
<td>+ GEB 2214</td>
<td>Business Communications ......................................................... 3</td>
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<td>Principles of Management .......................................................... 3</td>
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<td>RMI 2110</td>
<td>Personal Insurance Planning ......................................................... 3</td>
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<tr>
<td>RMI 2212</td>
<td>Personal and Business Property Insurance ..................................... 3</td>
</tr>
<tr>
<td>RMI 2662</td>
<td>Introduction to Risk Management and Insurance ........................... 3</td>
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</table>

REQUIRED TOTAL CREDIT HOURS 24

+ Prerequisite course required. See course descriptions in catalog.