



# BUSINESS

ST. JOHNS RIVER STATE COLLEGE

## **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.



## BUSINESS

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](mailto:BCCInfo@SJRstate.edu).

PROGRAMS OF STUDY ■ BUSINESS

## GENERAL EDUCATION COURSES:

ENC	1101	Composition I.....	3
+ HUM	2020	Introduction to Humanities.....	3
+ MAC	1105	College Algebra.....	3
<b>Choose one of the following Natural Science courses:</b>			
CHM	1020	Introduction to Chemistry.....	3
<b>OR</b>			
ESC	1000	Earth and Space Science.....	3
<b>OR</b>			
EVR	1001C	Introduction to Environmental Science and Laboratory.....	3
<b>OR</b>			
PHY	1020	Introduction to Physics.....	3
<b>Choose one of the following Social Science courses:</b>			
AMH	2020	United States History Since 1877.....	3
<b>OR</b>			
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](mailto:BCCInfo@SJRstate.edu).**

## **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)

COLLEGE CREDIT CERTIFICATE

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 [BCInfo@SJRstate.edu](mailto:BCInfo@SJRstate.edu).

## 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.

PROGRAMS OF STUDY  
BUSINESS

# ACCOUNTING TECHNOLOGY SPECIALIST (0403)

COLLEGE CREDIT CERTIFICATE

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 [BCInfo@SJRstate.edu](mailto:BCInfo@SJRstate.edu).

## 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.

# BUSINESS ADMINISTRATION (0202)

ASSOCIATE IN SCIENCE DEGREE

*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.*

**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
		<b>OR</b>	
ESC	1000	Earth and Space Science.....	3
		<b>OR</b>	
EVR	1001C	Introduction to Environmental Science and Laboratory.....	3
		<b>OR</b>	
PHY	1020	Introduction to Physics.....	3

**Choose one of the following Social Science courses:**

AMH	2020	United States History Since 1877.....	3
		<b>OR</b>	
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

PROGRAMS OF STUDY ■ BUSINESS

<b>BANKING SPECIALIZATION</b> .....		<b>9</b>
BAN	1004	Principles of Banking/Credit Union Operations .....
BAN	2240	Consumer Lending .....
FIN	2231	Money, Banking, and International Finance .....
<b>MARKETING SPECIALIZATION</b> .....		<b>9</b>
MAR	2321	Advertising .....
MAR	2410	Personal Selling .....
MAR	2723	Social Media Implementation .....
<b>INSURANCE SPECIALIZATION</b> .....		<b>9</b>
RMI	2212	Personal and Business Property Insurance .....
RMI	2110	Personal Insurance Planning .....
RMI	2662	Introduction to Risk Management and Insurance .....
<b>INTERNATIONAL BUSINESS SPECIALIZATION</b> .....		<b>9</b>
FIN	2231	Money, Banking and International Finance .....
GEB	2350	Introduction to International Business .....
MAR	2141	International Marketing .....
<b>HUMAN RESOURCES SPECIALIZATION</b> .....		<b>9</b>
MAN	2300	Introduction to Human Resource Management .....
MNA	2320	Human Resource Recruitment, Selection and Staffing .....
MNA	2325	Compensation & Benefits Administration .....
<b>BUSINESS ADMINISTRATION SPECIALIZATION</b> .....		<b>9</b>
BAN	—	.....
BUL	—	.....
ECO	—	.....
FIN	—	.....
GEB	—	.....
MAN	—	.....
MAR	—	.....
MNA	—	.....
RMI	—	.....
+	CGS 1515	Spreadsheet Concepts for Business .....

+Prerequisite course required. See course descriptions in catalog.

# BUSINESS MANAGEMENT (0426)

COLLEGE CREDIT CERTIFICATE

*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](mailto:BCCInfo@SJRstate.edu).**

## **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
MAN	2021	Principles of Management .....	3
MAR	2011	Principles of Marketing .....	3

**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](mailto:BCCInfo@SJRstate.edu).**

### 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](mailto:BCCInfo@SJRstate.edu).

### CERTIFICATE SPECIFIC COURSES:

CGS	1100	Microcomputer Applications Software.....	3
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### 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](mailto:BCCInfo@SJRstate.edu).**

PROGRAMS OF STUDY ■ BUSINESS

**CERTIFICATE SPECIFIC COURSES:**

	BUL	1241	Business Law I .....	3
	FIN	1100	Personal Finance .....	3
+	GEB	2214	Business Communications .....	3
	MAR	2011	Principles of Marketing .....	3
	RMI	2110	Personal Insurance Planning .....	3
	RMI	2212	Personal and Business Property Insurance .....	3

**REQUIRED TOTAL CREDIT HOURS 18**

+Prerequisite course required. See course descriptions in catalog.

# RISK MANAGEMENT AND INSURANCE MANAGEMENT (0422)

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 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](mailto:BCCInfo@SJRstate.edu).**

**CERTIFICATE SPECIFIC COURSES:**

	BUL	1241	Business Law I .....	3
	FIN	1100	Personal Finance .....	3
+	GEB	2214	Business Communications .....	3
	MAN	2021	Principles of Management .....	3
	MAR	2011	Principles of Marketing .....	3
	RMI	2110	Personal Insurance Planning .....	3
	RMI	2212	Personal and Business Property Insurance.....	3
	RMI	2662	Introduction to Risk Management and Insurance.....	3

**REQUIRED TOTAL CREDIT HOURS 24**

+Prerequisite course required. See course descriptions in catalog.