



School of Business

Associate of Applied Science

BUSINESS MANAGEMENT & ACCOUNTING

PROGRAM LENGTH: 20 MONTHS



Launch your career in the business world

Would you like to play a vital role in helping businesses with their planning, decision-making, and other management needs? With the right degree in business management and accounting, you could launch a business career and help businesses earn more profit.

Program objectives

Our associate's degree program in business management and accounting will give you the knowledge, skills, and foundation you need to start a successful business career. This broad-ranging degree educates you in management, marketing, finance, and many other practical areas that apply to real-world business settings. In addition, you'll develop skills in communication, motivation, and other key business traits.

With your degree, you may be qualified to work in a wide variety of businesses, such as professional services, retail or wholesale trade, or finance and insurance.¹

Why choose CollegeAmerica?

CollegeAmerica provides the degree you need for the career you want—on your terms and on your schedule. You can go to class days or evenings, whichever works best for you, and get the flexibility of hybrid classroom or online² courses.

Our degree programs are career-focused, without elective courses that you don't need or want. Complete your associate's degree in as few as 20 months!

And, because CollegeAmerica is smaller than most traditional colleges and universities, you can get more personalized attention and support from your instructors, tutors, advisors, and deans when you need it.

Skills gained

- Computerized accounting
- Entrepreneurship
- Business law
- Motivation
- Income tax
- Management
- Marketing
- Communication
- Professional development
- Business practices
- Finance

Possible careers

- Auditing clerk
- Bookkeeper
- Financial clerk
- Operations
- Sales
- Personal property professional

1. Source: <http://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm#tab-3>.

2. Online programs are offered by our affiliated institution, Independence University.

For graduation rates, the median debt of students who completed the programs, and other data, visit collegeamerica.edu/student-information.

CollegeAmerica admits students of any race, color, and national or ethnic origin.

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Course Name	Credits
Fundamentals of Accounting I	3.0
Fundamentals of Accounting II	3.0
Payroll Accounting	4.0
Computerized Accounting I	3.0
Computerized Accounting II	3.0
Income Tax	3.5
Computer Fundamentals	3.5
Word Processing and Presentations	3.0
Spreadsheet Applications	3.0
Psychology of Motivation	4.0
Professional Development	4.0
Management Principles	4.0

Course Name	Credits
Business Practices	4.0
Marketing	4.0
Business Calculations	4.0
Supervision	4.0
Entrepreneurship	4.0
Business Law	4.0
Professional Success	1.0
Interview Preparation	1.0
Business Communication	1.0
Business Etiquette	1.0
Professional Branding	1.0
Personal Financial Management	1.0

Course Name	Credits
Electronic Business Communication	1.0
Human Resources and Policies	1.0

General education courses:

Economics	4.0
English Composition	4.0
Communication Arts	4.0
Ethics	4.0
College Algebra	4.0
Research Application Methods	4.0

Total minimum number of credits: 97.0