

Business

The Business Degree program prepares students in the development of skills, knowledge and attitudes related to immediate employment in a variety of general business occupations.

This program offers an Associates of Applied Science Degree in Business with emphasis areas in accounting, entrepreneurship and office applications. The Associate of Applied Science degree program is a four-semester program and can be completed in two years with full-time enrollment.

The program also offers Career and Technical Education certificates in accounting, entrepreneurship, and office applications specialists. Each of the certificate programs require 30 semester credits for completion. The programs can be completed in two semesters with full-time attendance.



For more information contact:

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Gainful Employment Information

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation". You may access Gainful Employment information for a career in Business at: www.ojc.edu/CertificatePrograms.aspx

Otero Junior College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries should be directed to: Affirmative Action Officer, Otero Junior College, 1802 Colorado Ave. Macdonald Hall Room 221, La Junta, CO 81050 (719) 384-6824



Business



Otero Junior College
1802 Colorado Ave.
La Junta, Colorado 81050

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719-384-6831

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www.ojc.edu

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Business

Associates of Applied Science Degree Accounting Emphasis

Freshman

Fall Semester

ACC 101	Fundamentals of Accounting.....	3
BTE 108	Ten-Key by Touch.....	1
BUS 115	Introduction to Business.....	3
BUS 216	Legal Environment of Business.....	3
CIS 118	Intro to PC Applications.....	3
MAN 102	Business Ethics & Values.....	1

Spring Semester

ACC 115	Payroll Accounting.....	3
ACC 125	Computerized Accounting.....	3
BTE 225	Administrative Office Management.....	3
BTE 287	Cooperative Ed/Internship.....	1
CIS 155	PC Spreadsheet Concept.....	3
MAR 160	Customer Service.....	3

Sophomore

Fall Semester

ENG	English (above 100 level).....	3
ECO 201	Principles of Macroeconomics.....	3
MAT	Math (above 100 level).....	3
HIS	History.....	3
	General Education.....	3

Spring Semester

BUS 217	Business Comm. & Report Writing.....	3
BUS 226	Business Statistics.....	3
ECO 202	Principles of Microeconomics.....	3
	General Education.....	6

Business

Associates of Applied Science Degree Entrepreneurship Emphasis

Freshman

Fall Semester

ACC 121	Principles of Accounting I.....	4
BUS 115	Introduction to Business.....	3
BUS 120	Intro to E-Commerce.....	3
CIS 118	Intro to PC Applications.....	3
MAN 102	Business Ethics & Values.....	1

Spring Semester

ACC 122	Principles of Accounting II.....	4
BUS 216	Legal Environment of Business.....	3
MAN 216	Small Business Management.....	3
MAN 226	Principles of Management.....	3
MAR 160	Customer Service.....	3

Sophomore

Fall Semester

ECO 201	Principles of Macroeconomics.....	3
ENG	English (above 100 level).....	3
MAT	Math (above 100 level).....	3
HIS	History.....	3
	General Education.....	3

Spring Semester

BUS 217	Business Comm. & Report Writing.....	3
BUS 226	Business Statistics.....	3
ECO 202	Principles of Microeconomics.....	3
	Arts & Humanities.....	3
	General Education.....	3

Business

Associates of Applied Science Degree Office Applications Specialist Emphasis

Freshman

Fall Semester

ACC 101	Fundamentals of Accounting.....	3
BTE 100	Computerized Keyboarding.....	OR
BTE 108	Ten-Key by Touch.....	1
BUS 115	Introduction to Business.....	3
CIS 118	Intro to PC Applications.....	3
CIS 135	Complete PC Word Processing.....	3
MAN 102	Business Ethics & Values.....	1

Spring Semester

ACC 125	Computerized Accounting.....	3
BTE 225	Administrative Office Management.....	3
BTE 287	Cooperative Ed/Internship.....	1
CIS 145	Complete PC Database.....	3
CIS 155	PC Spreadsheet Concept.....	3
MAR 160	Customer Service.....	3

Sophomore

Fall Semester

BUS 216	Legal Environment of Business.....	3
ECO 201	Principles of Macroeconomics.....	3
ENG	English (above 100 level).....	3
MAT	Math (above 100 level).....	3
HIS	History.....	3

Spring Semester

BUS 217	Business Comm. & Report Writing.....	3
BUS 226	Business Statistics.....	3
ECO 202	Principles of Microeconomics.....	3
	Arts & Humanities.....	3
	General Education.....	3

Accounting Certificate

ACC 101	Fundamentals of Accounting.....	3
BTE 108	Ten-Key by Touch.....	1
BUS 115	Introduction to Business.....	3
BUS 216	Legal Environment of Business.....	3
CIS 118	Intro to PC Applications.....	3
MAN 102	Business Ethics & Values.....	1
ACC 115	Payroll Accounting.....	3
ACC 125	Computerized Accounting.....	3
BTE 225	Administrative Office Management.....	3
BTE 287	Cooperative Ed/Internship.....	1
CIS 155	PC Spreadsheet Concept.....	3
MAR 160	Customer Service.....	3

Entrepreneurship Certificate

ACC 121	Principles of Accounting I.....	4
BUS 115	Introduction to Business.....	3
BUS 120	Intro to E-Commerce.....	3
CIS 118	Intro to PC Applications.....	3
MAN 102	Business Ethics & Values.....	1
ACC 122	Principles of Accounting II.....	4
BUS 216	Legal Environment of Business.....	3
MAN 216	Small Business Management.....	3
MAN 226	Principles of Management.....	3
MAR 160	Customer Service.....	3

Office Applications Specialists Certificate

ACC 101	Fundamentals of Accounting.....	3
BTE 100	Computerized Keyboarding.....	OR
BTE 108	Ten-Key by Touch.....	1
BUS 115	Introduction to Business.....	3
CIS 118	Intro to PC Applications.....	3
CIS 135	Complete PC Word Processing.....	3
MAN 102	Business Ethics & Values.....	1
ACC 125	Computerized Accounting.....	3
BTE 225	Administrative Office Management.....	3
BTE 287	Cooperative Ed/Internship.....	1
CIS 145	Complete PC Database.....	3
CIS 155	PC Spreadsheet Concept.....	3
MAR 160	Customer Service.....	3