

Business Literacy, COP

The Business Management program provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government service require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

Requirements: 10 Units

Course	Title	Units
ACC100	Basic Accounting ⁴	4
BUS101	Intro Business ³	3
BUS105	Business Math ³	3

Electives: 3-4 units

Course	Title	Units
ACC101	Principles of Accounting I	4
ACC102	Principles of Accounting II	4
BUS103	Personal Finance	3
BUS115	Small Business Finance	3
BUS135	Business Law	3
BUS201	Prnc. Org. Lead	3
BUS202	Business Communication	3
BUS206	Marketing	3
BUS210	Business Ethics	3
BUS221	Income Tax Procedure	4
MAN105	Prin of Mgnt & Organizations	3
MAN106	Personnel Mgmt	3
MAN107	Small Business Management	3
MAN145	Org. Behavior	3
MAN205 -	Investments	3

Total Required Units: 13-14