

BUSINESS

Certificates

- *Bookkeeping*
- *Entrepreneurship*
- *General Business*

Associate in Applied Science

- *Business Management*

Associate

- *Business Administration*

Partnership Programs

- *Davenport University*
- *Franklin University*
- *Kaplan University*
- *Lake Superior State University*
- *Northwood University*

See information on our partnership programs on the web at
www.kirtland.edu/partnerships/business.htm

Foundation

Kirtland Community College recognizes the importance of students possessing basic academic skills in English, reading, and mathematics in order to successfully complete college-level courses. Therefore, all entry-level students are required to demonstrate their proficiency in basic academic skills. In the certificate programs there are no English, reading, or mathematic requirements, however, these courses are the foundation for success in all programs. The student's advisor will indicate which of the following courses need to be taken based on ACT scores or COMPASS placement testing results. It is highly recommended that students take these courses during the first semester in order to prepare for the road ahead, as well as possibly satisfying prerequisites needed for more advanced courses. Specific courses needed may be tracked below. *Students must plan additional time to complete their program requirements if placement results require them to begin with DEV courses.*

ENG-10000 Writing Lab (if required)
 English: _____

Mathematics: _____
 Reading: _____

For more information, please contact the Business Department.

Judith Grenkowicz

989-275-5000, extension 219

BOOKKEEPING

Certificate of Completion (CBKP0)

Minimum Credits: 30

Contact Hours: 30-32

Introduction

Kirtland's Bookkeeping certificate offers a completely online program of study that will prepare a student to be a financial record keeper for a business. It will prepare students for entry-level positions in accounts receivable and accounts payable departments, payroll units, income tax firms, and financial services organizations. Students learn the theory of double-entry bookkeeping, the practice of journals and ledgers, preparing payroll documents, and reconciling banking statements. With a certificate in Bookkeeping, jobs are available in just about every corporate business and non-profit organization, including government services, business and consulting firms, retail and wholesale trade, health and social services, finance, insurance, real estate and the service industry. The certificate provides basic training and practical applications needed to analyze and prepare financial documents and handle recordkeeping functions for large and small businesses. Courses in bookkeeping basics, accounting principles, computerized accounting systems, along with computer science, legal environment and customer relations, round out the career skills needed for positions in this field. This program is ideal for self-motivated individuals who are comfortable working with numbers and detailed information in an office setting. This program also provides the basis for students to pursue the Associate in Business Administration degree.

Course	Title	Credits
Semester I--Fall		
ACC-10600 or ACC-12100	Fundamentals of Accounting OR Accounting Principles I	4
BUS-10100	Introduction to Business	3
CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
Semester II Winter		
ACC-12500	Computer Accounting w/QuickBooks	4
ACC-13100	Bookkeeping	4
BUS-21500	Legal Environment of Business	3
MKT-11500	Customer Relations	3
Semester III--Summer		
BUS-20100	Internship	3

ENTREPRENEURSHIP

Certificate of Completion (CENT0)

Minimum Credits: 33

Contact Hours: 33

Introduction

Kirtland's program in Entrepreneurship offers the student a broad exposure to the business world through a selected set of courses, which may be completed in one year. This program is ideal for the small business owner, manager, or those opting to get into small business for the first time. It also works well for those who have technical degrees and want to incorporate knowledge of business with their technical expertise. Students may also elect to pursue the Associate in Applied Science – Business Management at any point in this program.

Course	Title	Credits
ACC-12100	Accounting Principles I	4
ACC-12200	Accounting Principles II	4
ACC-12500	Computer Accounting/QuickBooks	4
BUS-10100	Introduction to Business	3
BUS-20101	Internship in Business & Marketing	3
BUS-21000	Principles of Management	3
BUS-21500	Legal Environment of Business	3
BUS-24500	Personnel Management	3
MKT-20000	Principles of Marketing	3
OIS-10500	Business Correspondence	3

GENERAL BUSINESS
Certificate of Completion (CBUS0)

Minimum Credits: 31
Contact Hours: 31-34

Introduction

Kirtland's program in General Business is designed to provide an overall background of training that is necessary for entry and success in the business world. The program is intended to lay a foundation for a great variety of entry-level positions that may ultimately lead to mid-management positions in business or industry. Students are given the opportunity to enhance decision-making, problem-solving and creative abilities. Emphasis is placed on management and business communications. Students may also elect to pursue the Associate in Applied Science – Business Management at any point in this program.

Course	Title	Credits
ACC-12100	Accounting Principles I	4
BUS-10100	Introduction to Business	3
CIS-10500 or CIS-17001	Introduction to Computers OR Microsoft Office	3
OIS-10401/02/03 or OIS-11401/02/03 or -	Keyboarding I-A/B/C *See note below OR Keyboarding II-A/B/C OR Business Elective	3
OIS-10500	Business Correspondence	3
and six credit hours from the following list:		
ACC-12500	Computer Accounting/QuickBooks	4
BUS-201--	Internship in Business & Marketing	3-9
BUS-20200	Grant Writing	3
BUS-21100	E-Commerce Management	3
BUS-21500	Legal Environment of Business	3
BUS-24500	Personnel Management	3
CIS-17001	Microsoft Office	3
MKT-11500	Customer Relations	3
MKT-20000	Principles of Marketing	3
MKT-20100	Principles of Retailing	3
MKT-20200	Internet Marketing	3
MKT-20400	Advertising	3
OIS-18201/02/03	Word Processing I-Word-A/B/C	3
OIS-21500	Desktop Publishing for the Office	3

General Education Requirements

Communications:

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403	English Composition II w/Computers	3

Math/Natural Science:

MTH-12000 Or OIS-11201	Intermediate Algebra or higher OR Business Calculations	3-4
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Notes: * Students who have completed one year of high school typing may take OIS-11401/2/3 Keyboarding II-A/B/C or a Business elective.

BUSINESS MANAGEMENT
Associate in Applied Science (DBSM0)

Minimum Credits: 60
Contact Hours: 62-67

Introduction

Kirtland's program in Business Management is designed to provide an overall background of training that is necessary for entry and success in the business world. The program is intended to lay a foundation for a great variety of entry-level positions that may ultimately lead to mid-management positions in business or industry. Students are given the opportunity to enhance decision-making, problem-solving, and creative abilities. Emphasis is placed on management, marketing, and business communications. Any Business Management major who plans to eventually acquire a bachelor's degree after completion of the associate degree is encouraged to follow the Associate in Business Administration degree.

Course	Title	Credits
ACC-12100	Accounting Principles I	4
ACC-12200	Accounting Principles II	4
BUS-10100	Introduction to Business	3
BUS-21000	Principles of Management	3
BUS-21500	Legal Environment of Business	3
BUS-24500	Personnel Management	3
ECO-20100	Principles of Economics-MACRO	3
ECO-20200	Principles of Economics-MICRO	3
MKT-20000	Principles of Marketing	3
OIS-10401/02/03 or BUS elective	Keyboarding I-A/B/C OR Business elective	3
OIS-10500	Business Correspondence	3
Up to 2 credits from below, if needed		
ACC-_____		
BUS-_____		
CIS-_____		
MKT-_____		
OIS-_____		

General Education

Communications (9-10 credits):

ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403	English Composition II w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Into to Interpersonal & Public Comm	3

Humanities/Social Science (8-10 credits):

POL-10100	Introduction to American Government	3
PSY-10100	Introduction to Psychology	3
	Any Humanities	2-4

Math/Natural Science (6-9 credits):

MTH-12000	Intermediate Algebra or higher	3-4
	Any science course with a lab	3-5

ASSOCIATE IN BUSINESS ADMINISTRATION (DABA1)

Minimum Credits: 60
Contact Hours: 62-64

Introduction

The Associate in Business Administration degree is designed for students who plan to eventually complete a bachelor's degree in a business-related field. Listed below are some of the majors pursued by students following this program:

Accounting	Economics	General Business	Marketing	Public Administration
Advertising	Finance	Management	Personnel/Industrial Relations	

Students planning to transfer to a four-year college or university must consult with their advisor and carefully study the requirements of the four-year institution from which they intend to secure a bachelor's degree. Appropriate course substitutions may be made upon the recommendation of a student's advisor and with approval of the appropriate dean or associate dean. Substitutions are only made in accordance with the specific requirements of the baccalaureate degree-granting institution to which the student intends to transfer.

Students who have previously attended other colleges or universities may apply earned transfer credit in subject areas (i.e., psychology elective, biology elective, etc.) where deemed appropriate. This degree satisfies the requirements of the MACRAO Transfer Agreement as defined in the Handbook section of this catalog.

Course	Title	Credits
ACC-12100	Accounting Principles I	4
ACC-12200	Accounting Principles II	4
Select 4-11 credit hours from the following:		
ACC-12500	Computer Accounting/QuickBooks	4
BUS-10100	Introduction to Business	3
BUS-201--	Internship in Business & Marketing	3-9
BUS-20200	Grant Writing	3
BUS-21000	Principles of Management	3
BUS-21100	E-Commerce Management	3
BUS-21500	Legal Environment of Business	3
BUS-24000	Financial Management	3
BUS-24500	Personnel Management	3
MKT-11000	Principles of Selling	3
MKT-11500	Customer Relations	3
MKT-20000	Principles of Marketing	3
MKT-20100	Principles of Retailing	3
MKT-20200	Internet Marketing	3
MKT-20400	Advertising	3
MKT-21000	Market Research	3

General Education

Communications (12-13 credits):

CIS-10500	Introduction to Computers	3
ENG-10000	Writing Lab, if required	0-1
ENG-10303	English Composition I w/Computers	3
ENG-10403	English Composition II w/Computers	3
SPE-10500 or SPE-11400	Fundamentals of Speech OR Into to Interpersonal & Public Comm	3

Humanities (8-10 credits):

	Select 2-3 credits from Art, Music, or Theater	3
	Select 3-4 credits from Journalism, Languages, or Literature	3-4
	Any HIS (History) OR PHL(Philosophy)	3

Social Science (12 credits):

	Any ANT (Anthropology) OR PSY (Psychology) OR SOC (Sociology) Elective	3
ECO-20100	Principles of Economics (Macroeconomics)	3
ECO-20200	Principles of Economics (Microeconomics)	3
POL-10100	Introduction to American Government	3

Math & Natural Science (9-13 credits):

MTH-13000	College Algebra or higher	3-4
MTH-20600	Application in Statistics	3-4
	One science course with a lab	3-5

BUSINESS DEGREE PARTNERSHIPS

College and University Contact Information:

Davenport University

Karen Aune, karen.aune@davenport.edu
989-705-3720

Franklin University

Thom Leiter, leitert@franklin.edu
1-888-341-6237, ext. 6057

Lake Superior State University

Kathleen Clarady, kclarady@lssu.edu
906-635-2808

Northwood University—Bay City (nights/weekends/online)

Rachel Charbonneau, rachel@northwood.edu
989-671-9405

Northwood University—Midland (daytime programs)

Wynn McDonald, mcdonalw@northwood.edu
989-837-4156

Kirtland Community College

Judith Grenkowitz, grenkowj@kirtland.edu
989-275-5000, ext. 219

Don Dyer, dyerd@kirtland.edu

989-275-5000, ext. 231

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