

Revision of the Business Curriculum
And the consequent creation of the
Business Curriculum and the Business Administration Curriculum

Writer: Alan E. Davis

Facilitator: Cynthia Giddle

March, 2008

I. Abstract

The changes to the Business curriculum proposed in this document will provide students with a choice of two business curricula leading to an A.A. degree that will enable a variety of students to achieve their educational objectives.

The first, titled Business Administration to emphasize its connection with similarly named 4-year degree programs, is designed solely for transfer and consists of a sequence of courses mirroring the first two years of collegiate work at universities and schools of business administration accredited by the Association to Advance Collegiate Schools of Business (AACSB-International) that adhere to stringent accreditation requirements. Students completing this curriculum will seamlessly transfer to 4-year universities and schools of business administration. In the existing curriculum most Business electives, as well as Math electives, will be replaced with specific courses to assure maximum transferability of credits while still providing students with a foundation in business. The student targeted for this curriculum is the student who intends to continue his or her education at a 4-year, AACSB college or school of business administration. Although these changes primarily focus on the requirements of the top-tier AACSB schools, this curriculum will also enable students to fulfill transfer requirements of non-AACSB schools in the region such as Arcadia University, Philadelphia University, Holy Family University, Peirce College, etc.

The second curriculum, which retains the curriculum title Business, will provide the student a broader foundation of business knowledge that will enable students to better identify their career interests, prepare for transfer to 4-year colleges, prepare for entry to the workforce, or to improve their employment situation. The Business curriculum includes specific courses identified by the faculty of the Economics and Accounting and Marketing and Management Departments as necessary to provide the student with an inclusive sequence of foundational courses that expose the student to all of the business disciplines – accounting, computer information systems, economics, finance,

management, and marketing. This option will have 2 credit hours more than the current curriculum.

II. Overview of Existing Program

The Business curriculum was designed for students whose primary goal while attending Community College of Philadelphia was to prepare for transfer as full-time students to specific programs in business at a specific 4-year college of business administration. The business curriculum was designed to enable a student who completes the program to fulfill any one of the three types of transfer agreements: dual admissions, program to program, and core-to-core.

Prior to the 1997 Fall semester, the College had specific Business Transfer curricula for Drexel, Temple, LaSalle, St. Joseph's, and other area colleges of business administration. During the academic year 1996/1997, these curricula were consolidated into one Business curriculum, which began admitting students in the Fall 1997 semester. Because of the differing requirements in general education and lower division business courses at various 4-year colleges, the Business curriculum was designed with maximum flexibility to accommodate these differences. This curriculum requires a minimum 61 credits for graduation, consisting of:

- 4 specific Business program core courses - ACCT 101, ACCT 102, ECON 181, and ECON 182,
- a directed Business program core course - MNGT 261 or 262,
- 3 Business program electives,
- one specific general education course - ENGL 101,
- one directed general education course -ENGL 102 or ENGL 112,
- 2 each, Social Science and Mathematics, electives,
- 1 each: History, Lab Science, and Humanities electives, and
- 3 general elective courses.

Sixteen credit hours are specific program core courses, and 3 credit hours are specific general education courses. The remaining 42 credits are either directed courses or free

electives in the program core and general education. The current catalog presentation of the curriculum is found in Appendix A. When the curriculum in its present form was created, the intent was that the students would select courses to fulfill the elective requirements guided by the articulation agreement for the 4-year school of business administration to which they intended to transfer.

In its present form, the curriculum permits the student to design a sequence of courses that would meet the transfer requirement of virtually any 4-year school. However, the repeated use of the word “elective” creates a misunderstanding of the purpose of the curriculum and the course requirements labeled elective. These courses are not free electives in the sense that they can be selected arbitrarily; they should be used to select courses after consulting the transfer agreement for the school to which the student intends to transfer. If the student or his/her advisor, as appears to be the case, does not consult the transfer agreement, these electives are often selected to ‘make his/her schedule.’ This method of course selection results in students completing the program with a collection of courses that will not transfer, will not provide adequate Math preparation for transfer, and will merely amass credits instead of developing a cohesive educational experience. To graduate, the curriculum requires a 2.0 GPA for graduation, even though a GPA at this level is below the requirement of most 4-year Business schools for transfer students.

A random sample comprising 23 of the 191 (12%) Business graduates listed in the 2005 Commencement Program was surveyed. The results of the survey confirm the weaknesses of the current program. Of the credit hours they accumulated, on average 8 credits per student would not transfer to their designated transfer college, either because of incorrect course selection or poor academic performance (grades of D or F). For the purposes of this survey “incorrect course selection” is defined as graduating with non-transferable credits, and “unsatisfactory academic performance” is defined as graduating with a grade of D in any course applied to the curriculum requirements. The summary of cumulative credits lost, and the cause – inappropriate course selection or poor academic performance follows:

<u>Course Category</u>	<u>Credits Lost</u>	<u>Due to Incorrect Course Selection</u>	<u>Due to Unsatisfactory Academic Performance</u>
General Electives	80	74	6
Program Core - Business	45	39	6
Gen Ed, other than Math	37	6	31
Math	30	30	

Non-transferable credits ranged from a low of zero to a high of 25 for the 23 students in the sample. On average, these students graduated with a 2.85 GPA, although the GPAs of graduates listed ranged from 1.96 to 3.66. However, five (22%) of the students reported as graduates had a GPA lower than 2.3, which is the lowest acceptable GPA for transfer to Temple’s Fox School of Business Administration, which is one of the top-tier Association to Advance Collegiate Schools of Business (AACSB) accredited business schools in the Philadelphia area, and the most popular transfer option for CCP graduates. In addition, the students surveyed accumulated an average of 70 credit hours, ranging from a low of 62 to a high of 92.

These results confirm that the Business curriculum provides too little guidance to students, advisors, and counselors. For example, many students completed the curriculum by taking Office Administration, Real Estate, and 200-level Management, Accounting, and CIS courses. Although these courses meet the College’s definition of a Business elective, they do not transfer to many 4-year colleges and schools of business, especially those accredited by the AACSB which adhere to more stringent accreditation requirements, and the random selection does not ultimately provide a cohesive, transfer oriented, educational experience. Appendix A contains the complete results of this survey.

III. **Description of Proposed Revision**

Two clearly distinct groups of students are enrolled in the Business curriculum, those who intend to transfer to top-tier schools and colleges of business and are following the existing articulation agreements, and those who are in the Business curriculum pursuing an A.A. degree that will enable the student to better identify his/her career interest,

prepare for transfer to 4-year colleges, prepare for entry to the workforce, or to improve his/her employment situation.

To meet the needs of both student groups, the proposed revision of the Business curriculum involves creating two separate curricula.

A. Business Administration

The Business Administration curriculum, addresses the needs of the student who intends to transfer to an AACSB university or school of business following graduation from the program. This proposed revision consists of three parts:

- (1) renaming the curriculum to achieve title compatibility with similar degree programs at 4-year universities and schools of business, which emphasizes transferability instead of career preparation.
- (2) directing student course selection to minimize the number of non-transferable courses and to assure a logical sequence of progressively challenging, interrelated, courses that provide the students with an educational experience similar to what they would be expected to complete during the first 2 years at 4-year schools and colleges of business by:
 - (a) replacing the Business electives in the program's business core with Introduction to Business (MNGT 121), Principles of Management (MNGT 141), and Statistics I (ECON 112).
 - (b) specifying a sequence of Math courses in place of the two "Mathematics Electives."
 - (c) requiring all students to complete English Composition II (ENGL 102), deleting the ENGL 112 option.
 - (d) adding 1 credit to the general education requirements to give the students a choice of courses to select from and because the College does not offer any 2-credit transferable courses.
- (3) Eliminating one social science elective in accordance with the College's revised general education requirements.

The Business Administration program has been designed to meet the needs of the student, who plans to transfer to a top-tier AACSB university or school of business upon

graduation and solidifies existing transfer/articulation agreements. However, it does not preclude transfer to non-AACSB colleges. Students who find this program too rigorous may move to the Business curriculum.

The renamed Business Administration curriculum is compatible in name with curricula at 4-year colleges and schools of business. Other community colleges – Allegheny County, Bucks County, Camden County, Delaware County, Montgomery County, Reading Area, and Harrisburg Area, to name a few, have all adopted Business Administration as the curriculum title for their A.A. or A.S. transfer-track programs. The curricula at the above-mentioned colleges, which are described in Appendix B, verify that there is no universal approach to the curriculum content problem posed by transfer curricula. There appear to be three approaches used. Montgomery County Community College most resembles our current program, in that it does not mention how electives are to be selected by the student. The business programs at Allegheny County, Camden County, and Harrisburg Area Community Colleges contain mostly electives as does our current program, but in their programs' catalog description they refer their students to a combination of transfer counselors, academic advisors, and 4-year college catalogs. Bucks County, Delaware County and the Reading Area Community Colleges limit the elective courses in their programs, and specify courses available to fulfill the elective requirements of their curricula. This revision embraces the approach used by Bucks County, Delaware County, and the Reading Area Community Colleges of minimizing the number of courses listed as electives, and providing a list of specific courses to be used to fulfill certain 'elective' requirements. It is believed, that a sequence of courses essentially equivalent to those that would be taken during the first 2 years at a 4-year college will strengthen the students' knowledge and skills, and better prepare them to meet the demands placed on third-year students at the 4-year college or school of business to which they are transferring. This is especially true for those schools accredited by the Association to Advance Collegiate Schools of Business (AACSB) that have more rigorous Math requirements and more stringent requirements that limit course transferability. In the Philadelphia area, AACSB schools include Drexel, LaSalle, St. Joseph's, and Temple Universities. Although these changes primarily address the requirements of the top-tier AACSB schools, this curriculum will

still enable students to fulfill transfer requirements of non-AACSB schools in the region such as Arcadia University, Philadelphia University, Holy Family University, Pierce College, etc.

B. Business

Many students who enroll in Business at CCP are undecided about:

- their career interest,
- continuing their education after CCP,
- and their employment goals.

These students may not be well served by the Business Administration curriculum. Additionally, the more rigorous Math courses may deter some students from entering the Business Administration curriculum. Therefore, a second curriculum which retains the title Business, offers transfer opportunities to non-AACSB accredited schools, and allows the students to take more courses in the fundamental business disciplines has been developed. This curriculum places greater emphasis on providing the student a comprehensive business foundation in which courses are transferable to local colleges and universities. To meet the needs of this student population, most of the business and general electives in the existing Business curriculum have been replaced with specific courses identified by the Economics and Accounting and Marketing and Management faculty as critical business foundation courses. These courses, when combined with the general education requirements, will provide students with a foundation for transfer and for entry-level administrative-management positions in the Business and Financial Services Industry Cluster (see Appendix C.)

C. Program Comparison

The course content of the current A.A. Curriculum and the two proposed curricula, are presented on page 10 of this document. This presentation is a side-by-side comparison of the course content of the existing and proposed curricula to illustrate the content changes in tabular format. It does not suggest the sequence of courses in either curriculum proposal.

In the Business Administration option, courses that are required by and transfer to the AACSB universities and schools of business most frequently selected by our students

replace specific elective courses. These new courses will add considerable cohesion to the revised curriculum by assuring the student completes a sequence of courses acceptable to transfer institutions.

1. Business Administration

Specific course changes proposed to create the Business Administration program include:

- adding MNGT 121 – Introduction to Business, and deleting a Business Elective. The rationale for the addition of MNGT 121 is that any student entering a business-oriented program needs to complete an Introduction to Business course to acquire a broad overview of the business world today and be introduced to the many disciplines that make up business.
- adding MNGT 141 – Introduction to Management, and deleting a General Elective. All business students regardless of their major are required to complete a management principles course as part of their baccalaureate education. Introduction to Management transfers to all 4-year schools of business.
- adding ECON 112 – Statistics I, and deleting a Business Elective. All schools of business require their students to complete at least one Statistics course. Drexel, LaSalle, St. Joseph's, and Temple Universities, to name a few, require students enrolled in CCP's current Business curriculum to complete ECON 112 as part of the articulation agreement.
- eliminating ENGL 112 – Report and Technical Writing, as an alternative to English Composition II, ENGL 102. This change is recommended because the Association to Advance Collegiate Schools of Business (AACSB) institutions that receive our students - Drexel, LaSalle, St. Joseph's, and Temple Universities, as well as most non-AACSB schools, require English Composition II and few schools accept Report and Technical Writing.

Curriculum Course Content

Current Curriculum		Business Administration		Business	
Course	Credits	Course	Credits	Course	Credits
ACCT 101	4	ACCT 101	4	ACCT 101	4
ACCT 102	3	ACCT 102	3	ACCT 102	3
ECON 181	3	ECON 181	3	ECON 181	3
ECON 182	3	ECON 182	3	ECON 182	3
MNGT 261 or		MNGT 261 or		MNGT 261 or	
MNGT 262	3	MNGT 262	3	MNGT 262	3
Business Elective	3	MNGT 121	3	MNGT 121	3
Business Elective	3	MNGT 141	3	MNGT 141	3
Business Elective	3	ECON 112	4	ECON 112	4
		Business Elective	3	CIS 103 or	
				OA 106	3
				FIN 151	3
				MNGT 111	3
				MNGT 142	4
				MKTG 131	3
				Business Elective	3
ENGL 101	3	ENGL 101	3	ENGL 101	3
ENGL 102 or 112		ENGL 102	3	ENGL 102	3
MATH Elective	3/4	MATH 162, 165, or 171	3/4	MATH 118 or higher	3
MATH Elective	3/4	MATH 166, 171, or 172	4		
Social Science Elective	3	Social Science Elective	3	Social Science Elective	3
Social Science Elective	3				
Laboratory Science	4	Laboratory Science	4	Science	3/4
History Elective	3	History Elective	3		
Humanities Elective	3	Humanities Elective	3	Humanities Elective	<u>3</u>
General Elective	3	General Elective	3		
General Elective	3	General Elective	<u>3</u>		
General Elective	<u>2</u>				
Minimum for Graduation	<u>61</u>	Minimum for Graduation	<u>61</u>	Minimum for Graduation	<u>63</u>
Course Content		Course Content		Course Content	
Directed Business	5	Directed Business	8	Directed Business	13
Business Electives	3	Business Electives	1	Business Electives	1
Liberal Studies	9	Liberal Studies	8	Liberal Studies	6
General Electives	<u>3</u>	General Electives	<u>2</u>	General Electives	<u>0</u>
Total Courses	<u>20</u>		<u>19</u>		<u>20</u>

- degree programs' MATH requirements with the requirements of the AACSB schools to which students intend to transfer, and will eliminate lost credits by clearly stating the MATH requirements of the curriculum and the expectations of receiving schools.
- requiring all students to complete two, 3-credit, general electives instead of one 2 credit and two 3 credit courses. This change will enable students completing the curriculum to fulfill the credit hour requirements of existing articulation agreements with transferable courses.

Upon completing the Business Administration curriculum, the students will have completed a curriculum that will better prepare them to continue their studies at 4-year schools of business administration.

The reader will probably notice that the proposed, Business Administration curriculum does not require CIS 103, PC Applications. The reason for this omission is that the AACSB schools have individual computer competency requirements that, in some cases, prevent transferability of CIS 103. In both the existing and the proposed curricula CIS 103 is one of the directed Business electives, should the student plan to transfer to a school that accepts CIS 103. Through other courses in the curricula, students will demonstrate their technological competency. Students completing the Business Administration curriculum will achieve technological competency through several required courses: English 101 and 102 require the use of Word, Accounting 101 utilizes accounting software and Accounting 102 frequently integrates the use of Excel. Students who need to improve their technological proficiency may be advised to take CIS 103 as a business elective or general elective, but with the understanding that some 4-year business schools will not accept the course

2. Business

For many future Business students, the more rigorous Business Administration degree program may be too ambitious or may not meet their needs. To address the needs of this group of students, the Business program has been developed. This curriculum will appeal to the student who may be pursuing a degree at the behest of his/her employer; who may want to continue his/her business studies, but not at an AACSB school; who is seeking entry-level knowledge and skills for an administrative-management position;

who has returned to college to acquire new skills and knowledge. Because the Business curriculum includes specific courses that expose the student to all of the business disciplines – accounting, computer information systems, economics, finance, management, and marketing, it may help those students who are undecided about which business discipline interests him/her. If a Business student decides to change his/her curriculum after the first semester to Business Administration, it will be possible and he/she will not be negatively impacted.

The course grid and catalog description of the existing and new curricula are presented in Section IV. Illustration A is the current curriculum, illustration B is the proposed catalog description of the Business Administration curriculum, and illustration C is the catalog description being proposed for the Business curriculum.

As in the current Business curriculum, it is anticipated that students entering either curriculum will carry a 15-credit hour semester load, and be prepared to complete summer courses in order to graduate in two years.

IV. Catalog Descriptions

A – Existing Business Curriculum

Degree and Certificate Programs

Business

This program is for students planning to transfer immediately upon graduation, to baccalaureate business programs or professional business schools after study at Community College of Philadelphia.

Program Entry Requirements:

Students are required to take the College's placement tests at their time of entry. Students identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree, a student must complete a minimum of 61 credit-hours as prescribed and attain a cumulative grade point average of 2.0 (C average). Some receiving institutions may require higher grade point averages. Students who plan to attend a specific four-year college should follow the business transfer curriculum for that institution, if available. If one is not available, they should select electives in consultation with a transfer counselor.

Recommended Course Sequence	Course Number and Name Corequisite	Prerequisite or	Credits
Program Core Courses - Business			
1	ACCT 101 - Financial Accounting		4
7	ACCT 102 - Managerial Accounting	ACCT 101	3
4	ECON 181 - Principles of Economics (Macroeconomics)		3
8	ECON 182 - Principles of Economics (Microeconomics)		3
11	MNGT 261 - Introduction to the Law and Legal Systems ¹ or MNGT 262 - Business Law ¹		3
12, 15, 17	Business Elective ¹		9
General Education Courses (See page 32 for information on disciplines which meet these requirements.)			
2	ENGL 101 - English Composition I		3
5	ENGL 102 - English Composition II or ENGL 112 - Report and Technical Writing ²	ENGL 101	3
6, 9	Mathematics Elective ^{3,5} 3, 10 6	Social Science Elective ⁴	6/8
13	History Elective ⁴		3
14	Laboratory Science		4
16	Humanities Elective ⁴		3
18, 19, 20	General Elective ⁵		6/8

Total to Graduate: 61 credits minimum

¹ Course transferability is subject to American Assembly of Collegiate Schools of Business (AACSB) requirements. See a transfer counselor or Economics and Accounting Department Head.

² SELECTION DEPENDS UPON REQUIREMENTS OF RECEIVING INSTITUTION.

³ Students should take the appropriate math courses depending on placement testing and requirements of the institutions to which they are transferring. If placement scores indicate a need for math courses below those required for the degree, students may find that they will have to take courses that will not transfer and may have to take more credits than the minimum required for graduation.

⁴ Students also need to be aware that specific courses may have to be taken in order to meet American Diversity requirements at Community College of Philadelphia, i.e. students need to select one of these courses from the College's American Diversity list.

⁵ Students who select two, three credit mathematics courses will need an additional general elective to fulfill total Program credits requirement.

For More Information Contact:

The Division of Business and Technology, Room C1-9, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-496-6164; or the College Information Center, 215-751-8010.

B – Proposed Catalog Page

Business

The Business program is designed to prepare students for transfer to four-year universities or colleges, to provide students with the foundation of business knowledge necessary to gain entry-level employment, or to upgrade their present level of employment. The Business program is recommended for students who prefer to take more courses within the business disciplines with less emphasis on higher level mathematics.

(Note: If students are planning to transfer to business schools accredited by the Association to Advance Collegiate Schools of Business (AACSB), it is recommended that students select the Business Administration program (on the following page), which is specifically designed for transferring to AACSB schools.)

Program Entry Requirements:

Students are required to take the College's placement test at their time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in *Business*, a student must complete a minimum of 63-credit hours as prescribed earning a 2.0 grade point average. Some transfer institutions require a higher grade point average.

Business Curriculum

Program Core					
Sequence	Dept	Course	Title	Pre or Corequisite	Credits
1	MNGT	121	Introduction to Business		3
2	CIS	103	PC Applications OR		
	OA	106	Microsoft Word and Power Point: An Introduction		3
5	FIN	151	Insurance		3
6	ACCT	101	Financial Accounting		4
7	MNGT	111	Business Math		3
8	MNGT	141	Principles of Management	MNGT 121	3
11	ACCT	102	Managerial Accounting	ACCT 101 with a grade of C or better	3
12	ECON	181	Macroeconomics		3
13	ECON	112	Statistics I	MATH 118, or higher than MATH 118 placement on placement test	4
14	MKTG	131	Principles of Marketing	Pre- or Corequisite: MNGT 121	3
16	ECON	182	Microeconomics		3
17	MNGT	142	Management Information Systems	MNGT 121	4
18	MNGT	261	Introduction to the Law and the Legal System		
or	MNGT	262	Business Law		3
19	Business Elective				<u>3</u>
	Total				45
General Education Courses					
3	ENGL	101	English Composition		3
4	MATH Elective (Note 1)				3/4
9	ENGL	102	English Composition II	ENGL 101	3
10	Science Elective				3/4
15	Social Science Elective (Note 2)				3
20	Humanities Elective (Note 2)				3
	Total				18/20
Minimum credits for graduation					<u>63</u>
Note 1:	MATH 118 or higher determined by MATH placement.				
Note 2:	One of these courses must meet the College's American/Global Diversity requirement.				

C – Proposed Catalog Page

Business Administration

The Business Administration program is specifically designed to prepare students to transfer to those business schools that are accredited by the Association to Advance Collegiate Schools of Business (AACSB). In keeping with the AACSB's educational philosophy, this program requires a strong foundation in higher level mathematics and quantitative reasoning that underlie business administration.

(Note: It is recommended that students desiring a more inclusive foundation in the business disciplines with less emphasis on higher level mathematics select the Business program (on the preceding page) which is also a transfer program.)

Program Entry Requirements:

Students are required to take the College's placement test at their time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Business Administration, a student must complete a minimum of 61-credit hours as prescribed, earning a "C" or better grade in all courses and earn at least a 2.0 GPA. Most receiving institutions require a higher grade point average. To learn more about requirements of specific four year schools, students should contact an advisor within the Business Administration program, the career and transfer center here at CCP or the four year college to which they intend to transfer.

Business Administration Curriculum

Sequence	Course Number and Name	Pre or Corequisite	Credits
Program Core Courses			
1	MNGT 121- Introduction to Business		3
2	ACCT 101 - Financial Accounting		4
5	ECON 181 - Principles of Economics (Macroeconomics)		3
8	ACCT 102 – Managerial Accounting	ACCT 101 with grade of C or better.	3
9	ECON 182 - Principles of Economics (Microeconomics)		3
11	ECON 112 - Statistics I	MATH 118, or higher than MATH 118 on placement test.	4
12	MNGT 141 - Principles of Management	MNGT 121	3
16	MNGT 261 – Introduction to the Law and the Legal System, or		3
	MNGT 262 – Business Law (Note 1)		
General Education Courses			
3	MATH 162 – Precalculus II (Notes 1 & 2) or	MATH 161 or MATH 162 placement.	3/4
	MATH 165 Differential Calculus I (Notes 1 & 2) or	MATH 118 with grade of C or better or MATH 161 or higher placement.	
	MATH 171 - Calculus I (Notes 1 & 2)	MATH 162 or MATH 171 placement.	
4	ENGL 101 - English Composition I		3
6	ENGL 102 - English Composition II	ENGL 101	3
7	MATH 166 - Differential Calculus II (Notes 1 & 2) or	MATH 165 with grade of C or better.	4
	MATH 171 - Calculus I (Notes 1 & 2) or	MATH 162 or MATH 171 placement.	

	MATH 172 - Calculus II (Notes 1 & 2)	MATH 166 or MATH 171.	
10	Social Science (Notes 1 & 3)		3
13	History Elective (Notes 1 & 3)		3
15	Laboratory Science (Note 1)		4
18	Humanities (Notes 1 & 3)		3
	Directed Electives		
17	Business Elective (Note 1) select from:		3/4
	ACCT 201 - Intermediate Accounting I	ACCT 101	
	ACCT 202 - Intermediate Accounting II	ACCT 201	
	CIS 103 - PC Applications		
	ECON 114 - Statistics II	ECON 112	
	FIN 151 - Insurance		
	MNGT 142- Management Information Systems	MNGT 121	
	MKTG 131 - Principles of Marketing	Pre- or Corequisite: MNGT 121	
	Unrestricted Electives		
14	General Elective (Note 1)		3
19	General Elective (Note 1)		3
	Minimum for Graduation **		61
Note 1:	Select based on transfer institution's requirements.		
Note 2:	Must complete one of the following 2-course sequences in MATH: MATH 162 & 171, MATH 165 & 166, or MATH 171 & 172, required by intended transfer institution.		
Note 3:	One of these courses must fulfill the College's American/Global Diversity requirement.		
**	Student must earn a "C" or better in all courses required for the degree.		

V. **Credit Hour Changes**

The Business Administration curriculum will not change the total credit hours required for graduation, 61. The Business curriculum will require the completion of 63 credit hours for graduation, an increase of 2 from the existing Business curriculum. .

VI. **Additional Resources Required of the College**

The changes proposed in this document will not require additional faculty or resources to implement.

Appendix A - Graduate Survey Analysis

Survey of Business Graduates Listed in 2005 Commencement Program

Student	GPA	Total Credit Hours Earned	Total Non- Transferrable Credit Hours	Non-Transferrable Credit Hours Applied As				
				Business Core	Business Electives	General Education	Math Electives	General Electives
A	2.83	83	10					10
B	2.11	62	3					3
C	2.79	92	6		3			3
D	3.64	64	0					
E	3.13	62	3				3	
F	2.13	64	16			10	3	3
G	2.93	69	9		6		3	
H	3.29	69	6					6
I	2.81	85	9					9
J	2.03	68	25		9	7	6	3
K	3.01	82	3					3
L	1.96	72	13	3			3	7
M	3.45	62	6		3		3	
N	3.16	69	3					3
O	2.76	62	9		3		3	3
P	3.16	63	9			3		6
R	2.13	71	13	3		7		3
S	2.92	84	9					9
T	2.75	69	12		3		3	6
U	3.35	72	9		6		3	
V	3.24	70	3		3			
W	3.66	64	6			3		3
Z	2.35	63	10		3	7		
n=23	2.85	70	8	6	39	37	30	80
Min	1.96	62	0					
Max	3.66	92	25					
Academics				6		31		6
Course Selection					39	6	30	74

Appendix B - Surrounding Community College Business Administration

Programs

Business Administration CC Allegheny Cty

Business Parallel Program

ALLEGHENY, BOYCE, NORTH, SOUTH

Associate in Science (004)

This University Parallel Program provides the freshman and sophomore foundations of a baccalaureate business degree. Students should select specialized courses with their major field of concentration as identified by their transfer college or university.

Graduates may earn a bachelor's degree and prepare for graduate training in many business fields.

See the [Checksheet](#) for this program in printable PDF form.

Degree Requirements

Minimum Credits to Graduate: 62-66

First Semester		
Course #	Course Name	Credits
ACC104	Financial Accounting	4
ENG101	English Composition 1	3
MAT108	Intermediate Algebra	3-4
CIT	Computer Information Technology Elective	3-4
	Major Field Elective*(1)	3
Total Credits		16-18
Second Semester		
ACC203	Managerial Accounting	4
ECO102	Macroeconomics	3
ENG102	English Composition 2	3

Social Science Elective	3
Major Field Electives* (1)	3
Total Credits	16

Third Semester

ECO103	Microeconomics	3
SPH101	Oral Communication	3
	Major Field Electives * (2)	6
	Social Science Elective	3
	Total Credits	15

Fourth Semester

	Humanities Elective	3
	Major Field Elective * (2)	6
MAT	Mathematics Elective	3-4
	Science Elective	3-4
	Total Credits	15-17

**Concentration in a major field requires a minimum of eighteen (18) credits or six (6) courses in the area of the bachelor's degree or related field of knowledge. These courses must be selected in consultation with the transfer counselor and/or academic advisor.*

Bucks County Community College

Business Administration

TRANSFER MAJOR

Curriculum Code No. **1009**

Decisions on the transferability of courses are made by the four-year colleges and differ from school to school. Students enrolled in this major should contact the Transfer and Job Placement Center early in their academic program to determine which courses will transfer to the college of their choice.

Department of Business Studies

Penn 401 -- Phone: 968-8227

This program of study prepares students for upper-division course work leading to a bachelor's degree in Business Administration. The program parallels the first two years of study required by similar programs offered at baccalaureate institutions and universities. Students select the area of concentration best suited to their interests and aptitudes.

Degree Course Requirements

<i>Course Number</i>	<i>Course Title</i>	<i>Minimum Credit Hours</i>
ACCT105	Principles of Accounting I	4
ACCT106	Principles of Accounting II	4
COMP110	English Composition I ^{A,1}	3
COMP111	English Composition II ²	3
COMG110	Effective Speaking ³	3
CISC110	Introduction to Information Systems	
	Or	
CISC115	Computer Science I	3
ECON111	Principles of Economics: Macro ⁴	3
ECON112	Principles of Economics: Micro	3
MGMT100	Introduction to Business	3
MGMT130	Business Law	3
	or	
MGMT180	Legal Environment of Business ⁴	3
MGMT230	Principles of Management	3
MKTG100	Principles of Marketing	3
	Cultural Perspectives ^B	6
	College level Mathematics ^A or Science ^C	3
	Mathematics ^{A,D}	3

Personal Health ^E	3
Electives	6
Integration of Knowledge ^{F,5}	3
	62

RECOMMENDED SEMESTER SEQUENCE

The recommended course sequence is designed for full time students who average 15 credit hours per semester. Students may need more time to complete major requirements based on placement testing. This additional time will entail some adjustments to the sequence recommended.

First Semester

ACCT105 Principles of Accounting I	4
MGMT100 Introduction to Business	3
COMP110 English Composition I ^{A,1}	3
Mathematics ^{A,D}	3
CISC110 Introduction to Information Systems	
Or	
CISC115 Computer Science I	3
	16

Second Semester

ACCT106 Principles of Accounting II	4
MKTG100 Principles of Marketing	3
COMP111 English Composition II ²	3
Mathematics A or Science C	3
Elective	3
	16

Third Semester

MGMT130 Business Law	3
or	
MGMT180 Legal Environment of Business	
ECON111 Principles of Economics: Macro	3
COMG110 Effective Speaking ³	3
MGMT230 Principles of Management	3
Cultural Perspectives ^B	3
	15

Fourth Semester

	Cultural Perspectives ^B	3
ECON112	Principles of Economics: Micro	3
	Personal Health ^E	3
	Elective	3
	Integration of Knowledge ^{F,5}	3
		15

^A Placement testing required.

^B Consult the list of [courses approved for this subcategory](#). Any course may be chosen.

^C Any of the following may be chosen (with proper prerequisites): SCIE102, BIOL101, CHEM101, SCIE103, MATH115, MATH117, MATH120, MATH122, MATH125, MATH140.

^D Any of the following may be chosen: MATH115, MATH117, MATH118, MATH120, MATH122, MATH125, MATH140, MATH141, MATH142, MATH250, MATH260.

^E Any of the following may be chosen: HLTH103, HLTH120, PSYC100, PSYC125.

^F Any INTG course may be chosen.

¹ Satisfies College Writing Level I.

² Satisfies College Writing Level II.

³ Satisfies Creative Expression.

⁴ Satisfies Social Perspectives.

⁵ Satisfies Writing Intensive requirement.

For requirements where the student is given a choice, it is the student's responsibility to determine that the transfer institution accepts the student's chosen course(s) for transfer credit.

* See [Revisions to Degree/Major](#) for important information on Requirements. Students who do not seek the Associate of Arts degree may earn the legend "Major Requirements Satisfied" on their transcript by successfully completing all the courses listed in the major except three credits of Cultural Perspectives, three credits of College level Mathematics, Integration of Knowledge and Personal Health. Credits exceeding the required minimum cannot be used to satisfy required credits in the other course requirements.

LIBERAL ARTS AND SCIENCE

Business Administration Option

Degree: **Associate in Science**
College Code: **BUS.AS**

Code	Year/First Semester	Course	Credits
ENG-101	First Semester	English Composition I	3
MGT-101	First Semester	Introduction to Business	3
ACC-101	First Semester	Accounting I	3
HIS-111	First Semester	Western Civilization I or World Civilization I	3
HIS-101	First Semester	Mathematics Elective ¹	3/4
MTH.....	First Semester	Health & Exercise Science Elective	1
HPE.....	First Semester		16/17
Second Semester			
ENG-102	Second Semester	English Composition II	3
ACC-102	Second Semester	Accounting II	3
HIS-112	Second Semester	Western Civilization II or Western Civilization III or World Civilization II or World Civilization III	3
HIS-102	Second Semester	World Civilization II or World Civilization III	3
HIS-103	Second Semester	World Civilization II or World Civilization III	3
MGT-102	Second Semester	Introduction to Management	3
.....	Second Semester	Social Science Elective	3
.....	Second Semester	Science Elective ¹ or Mathematics Elective ¹	3/4
MTH.....	Second Semester	Mathematics Elective ¹	3/4
Second Year/First Semester			
LAW-101	Second Year/First Semester	Legal Environment/Business Law I	3
ECO-101	Second Year/First Semester	Macroeconomics	3
.....	Second Year/First Semester	Literature, Philosophy, and the Arts Elective	3
.....	Second Year/First Semester	General Education Elective	3/4
.....	Second Year/First Semester	Computer Information Systems Elective ¹	3
HPE.....	Second Year/First Semester	Health & Exercise Science Elective	1
Second Semester			
ECO-102	Second Semester	Microeconomics	3
.....	Second Semester	Social Science Elective	3
.....	Second Semester	Literature Elective ¹	3
.....	Second Semester	General Education Elective	3/4
.....	Second Semester	Business Elective ²	3
16/17			

¹ Electives should be selected with the assistance of an academic advisor or counselor.
² Business Law II OR Principles of Marketing OR Cost Accounting

Program Description

The curriculum leads to the bachelor's degree in business administration. Specialized fields in upper division studies include accounting, business administration, economics, finance, human resource management, marketing, computer studies, and other business-related professions.

Program Information

The program provides general education in communications, math/science, humanities, and computer literacy; and presents a core of studies in accounting, law, management, and economics.

Recommendations

- Students should contact transfer institution before enrolling in this program.
- Students should enlist the assistance of academic advisors in choosing electives.
- This program is designed for the student who wishes to transfer to a four-year college or university.

Contact Persons

Professor Maria Aho, Coordinator
(856) 968-7257
E-mail: maria@camdencc.edu

Highlights

The program prepares students who are interested in Business to transfer to a four-year institution. **NJ Transfer** is a web-based data information system designed to provide a seamless transfer from New Jersey community colleges to New Jersey four-year colleges and universities. Visit the Web site at www.njtransfer.org.

DELAWARE COUNTY COMMUNITY COLLEGE

Business Administration, Associate in Science

The Business Administration program provides students with the necessary courses to transfer to a four-year college or university to pursue a baccalaureate degree in business. Students in this program may prepare for specialization in accounting, international business, economics, finance, human resource management, management, marketing, or other related careers. Students enrolled in this program are strongly encouraged to consult the Transfer Office as early as possible to ensure choosing electives that will be most acceptable to transfer institutions. The Associate in Science degree is awarded at the completion of the program.

Upon successful completion of the Business Administration degree program, the student should be able to:

- Record financial transactions, perform calculations, and prepare financial statements in accordance with the principles and concepts established by the Financial Accounting Standards Board and the Internal Revenue Service.
- Analyze and interpret financial statements.
- Discuss how financial statements and other accounting information are used by management to plan, control, and make decisions about business.
- Use computer terminology when discussing business computer applications.
- Demonstrate fundamental software applications skills in word processing, spreadsheets, presentation software, database management, communication, and research.
- Discuss the business skills and common body of knowledge necessary for future study in the areas of management, marketing, finance, accounting, and management information systems.
- Discuss fields of specialization in the areas of business administration.
- Develop a perspective toward leadership, human behavior, and ethical principles in business.
- Apply basic economic principles in the business decision-making process.

General Education (42-45 Core Credits)

ENG 100 English Composition I 3
ENG 112 English Composition II 3
ECO 210 Macro Economics 3
ECO 220 Micro Economics 3
History or Foreign Language 6
Science Electives 7-8
Mathematics Sequence Electives 8-10
Social Science Elective 3
Humanities Elective 3
Social Science or Humanities Elective 3

Business Core (9 credits)

ACC 111 Financial Accounting 3

ACC 112 Managerial Accounting 3
DPR 100 Introduction to Computers 3

Accounting Option (BUAC) (12 credits)

ACC 115 Computerized Accounting 3
BUS 232 Principles of Finance 3
Business Elective 3
Business Elective 3

Marketing Option (BUMR) (12 credits)

BUS 230 Principles of Marketing 3
BUS 231 Principles of Advertising 3
Business Elective 3
Business Elective 3

Management Option (BUMG) (12 credits)

BUS 210 Principles of Management 3
BUS 215 Human Resource Management 3
Business Elective 3
Business Elective 3

Business Option (BUAD) (12 credits)

Business Elective 3
Business Elective 3
Business Elective 3
Business Elective 3

Sport Management Option (BUSS) (12 Credits)

BUS 212 Introduction to Sport Management 3
BUS 236 Principles of Sport Marketing 3
BUS 199 or Business Elective 3
Business Elective 3

Total Hours Required: 61-66

NOTE: Students who have had experience in the above areas may be awarded credit through the College's Credit for Prior Learning program.

Business electives for this degree should be chosen from the following courses: ACC 210, BUS 100, BUS 101, BUS 111, BUS 130, BUS 199, BUS 210, BUS 211, BUS 212, BUS 214, BUS 215, BUS 220, BUS 230, BUS 231, BUS 232, BUS 236, BUS 241, BUS 242, BUS 243, DPR 105, DPR 111 and DPR 113.

Under special circumstances, other courses in accounting, business and computer information systems may be permitted as electives when recommended by the advisor and approved by the associate dean, business/computer information systems.

Mathematics courses chosen should be in one of the following sequences to meet requirements for the associate in science degree: MAT 130 and 131, MAT 140 and 141, or MAT 150 and MAT 160 and 161. Most four-year colleges prefer the MAT 130 and MAT 131 sequence for business majors.

The General Business Option should be selected by students transferring to four-year colleges accredited by the American Assembly of Collegiate Schools of Business. Students should check with their advisor or the Transfer Office for a list of these schools. We recommend that students become familiar with program requirements of the transfer institution they plan to attend.

Harrisburg Area Community College

BUSINESS ADMINISTRATION, Associate in Arts Degree - 1020

Business, Hospitality, Engineering, and Technology Division

A general transfer program for the student who plans to pursue a bachelor's degree in accounting, finance, information systems, management, marketing, economics, business administration, or a related field. The Business Administration AA degree program is accredited by the Association of Collegiate Business Schools and Programs. Since 1992, ACBSP is the only nationally recognized organization that grants regional accreditation to two- and four-year college and universities. Since the requirements of senior institutions vary widely, it is essential to choose an intended transfer institution as soon as possible and carefully follow the program described in that college's catalog. The entire program is available at the Harrisburg, Lancaster, Lebanon, and Gettysburg Campuses.

Career Opportunities

This transfer curriculum is provided as a guide for students planning to transfer to a baccalaureate degree granting institution.

PROGRAM REQUIREMENTS (TOTAL CREDITS = 63)

General Education		Major	
ENGL 101 English Composition I	3	ACCT 101 Principles of Accounting I	4
ENGL 102 English Composition II <u>or</u>		ACCT 200 Principles of Accounting II	4
ENGL 106 Written Business Comm.	3	BUSI 201 Business Law I <u>or</u>	
SPCH 101 Effective Speaking	3	BUSI 209 Legal Environment/Business	3
Core A Elective	3	CIS 105 Introduction to Software for Business	3
Core B ECON 201 Principles I: Macro	3	Transfer Electives	<u>18</u>
Core B ECON 202 Principles II: Micro	3		32
Core C: MATH 103, 110, <u>or</u> 202*	6		
Core C Science	3		
General Education Transfer Elective	3		
Physical Education	<u>1</u>		
	31		

* Select two courses.

RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part time students can complete this program by taking one or more courses each semester.

Fall Semester	Spring Semester	Fall Semester	Spring Semester
ACCT 101 4	ACCT 200 4	BUSI 201 <u>or</u> 209 3	ECON 202 (Core B) 3
CIS 105 3	ENGL 102 <u>or</u> 106 3	ECON 201 (Core B) 3	Transfer Electives 9
ENGL 101 3	MATH 103, 110, <u>or</u>	Transfer Electives 6	Gen Ed Trans. Elec. 3
MATH 103, 110, <u>or</u>	202 (Core C) 3	Core C Elective 3	
202 (Core C) 3	Transfer Elective 3		
Core A Elective 3	SPCH 101 3		
PE 1			

6/9/2005

Montgomery CCC

BUSINESS ADMINISTRATION (A.S.)

Purpose:

The Business Administration program is designed primarily for those students who plan to transfer to a four-year college or university and major in an area of business.

Program Objectives:

A graduate should be able to:

--demonstrate college level literacy in economics and business as a basis for making intelligent business, political, and personal economic decisions.

--enter the third year of a baccalaureate program in business with little or no loss of credits.

--demonstrate the basic knowledge and skills needed to continue the educational process toward more advanced business training leading toward career advancement.

--secure an entry level position in business if transfer does not occur immediately upon graduation.

First Semester

ENG 101	English Composition I	3
CIS 110	Management Information Systems	3
Elective	Mathematics	3
ACC 111	Accounting Principles I	3
ECO 121	Macroeconomics	3
Elective	Physical Education	2

(17 Credit Hours)

Second Semester

ENG 102	English Composition II	3
Elective	History of Western Civilization	3
Elective	Mathematics	3
ACC 112	Accounting Principles II	3

[ECO 122](#) Microeconomics 3

(15 Credit Hours)

Third Semester

Elective Humanities 3

Elective [History](#) 3

Elective Lab Science 4

Elective Elective 3

[MAT 131](#) Statistics I 3

(16 Credit Hours)

Fourth Semester

Elective Humanities 3

Elective [Anthropology](#), [Psychology](#) or [Sociology](#) 3

Elective Elective 3

Elective Elective 3

[MAT 132](#) Statistics II 3

(15 Credit Hours)

TOTAL SEMESTER HOURS CREDIT: 63

Reading Area Community College

Business Administration Transfer (71)

Associate in Arts Degree

General Education Requirements - 32 credits

The Business Administration Transfer program is designed to prepare students to enter baccalaureate programs in Business Administration on the junior level.

Major Requirements

ACC105	Financial Accounting	3
BUS100	Introduction to Business	3
BUS200	Macroeconomics	3
BUS201	Microeconomics	3
IFT110	Microcomputer Applications	3
		15

Courses selected as electives will depend upon the institution to which you will transfer. It is essential that you consult with a Faculty Advisor for assistance in selecting elective courses. However, it is the responsibility of students to meet with an admissions representative from the four-year institution to determine its transfer policies.

Minimum Credit Hours Required for the Program **60**

Upon successful completion of this program, the student should be able to:

- Prepare financial statements in accordance with generally accepted accounting principles and evaluate the results by performing basic financial statement analysis.
- Utilize business principles to analyze problems and make decisions.
- Apply economic theory to analyze social, political, financial, and business problems.
- Utilize a personal computer to prepare documents using word processing, spreadsheet and database software and to perform basic navigation of the Internet.
- Transfer to an accredited college or university.

Please note: These programs can be pursued on a part-time basis.

Appropriate placement test scores, or the completion of certain developmental courses, are required for all programs of study. Additional prerequisites may be necessary for some courses

and can be found in the [course descriptions](#) section of the catalog.
It is recommended that students confer with their advisor when selecting electives.

General Education Requirements

Associates in Arts

Transfer Programs (32 minimum credits)

COMMUNICATIONS CREDITS - 6

COM121	English Composition or COM 122	COM131	Composition and Literature or COM 132
--------	--	--------	---

HUMANITIES CREDITS - 6

Choose **two** from the following list:

HUM111	Introduction to Drawing	HUM245	American Literature II
HUM121	Painting	HUM249	Contemp. American Lit.
HUM201	Art Appreciation	HUM251	Introduction to Drama
HUM221	Music Appreciation	HUM261	History of Film
HUM231	World Literature I	HUM271	Introduction to Philosophy
HUM235	World Literature II	HUM275	Ethics
HUM241	American Literature I	HUM299	Seminar
HUM255	Shakespeare	200 level	Humanities Honors Elective

MATHEMATICS CREDITS - 3 to 4

Choose **one** from the following list:

MAT150	Foundations of Mathematics	MAT180	Precalculus
MAT160	College Algebra	MAT210	Statistics
MAT165	Trigonometry	MAT220	Calculus I

NATURAL/PHYSICAL SCIENCES CREDITS - 7

ENV130 The Environment **or** ENV 131
AND choose **one** from the following four-credit laboratory courses:

BIO120	Biological Concepts	CHE150	Chemistry I
BIO150	Biology I	CHE155	Chemistry II
BIO155	Biology II	CHE210	Organic Chemical Concepts
BIO205	Zoology	PHY120	Principles of Physics
BIO210	Botany	PHY240	Physics I
BIO280	Microbiology	PHY245	Physics II
CHE120	Principles of Chemistry		

ORIENTATION	CREDITS - 1
--------------------	--------------------

ORI100 College Success Strategies (**must be taken during first term of enrollment**).***

SOCIAL SCIENCES	CREDITS - 6
------------------------	--------------------

Choose **one** from the following list:

ANT140	Cultural Anthropology	SOC125	The Individual and Society
POS130	American Government	SOC130	Sociology
PSY130	General Psychology		

AND choose **one** from the following list:

ANT135	Human Evolution: Physical, Anthropology & Archeology	HIS130	Introduction Contemporary History
ANT140	Cultural Anthropology	POS130	American Government
BUS200	Macroeconomics	POS135	State and Local Government
BUS201	Microeconomics	PSY120	Interpersonal Relationships
HIS110	History of US I	PSY130	General Psychology
HIS115	History of US II	SOC125	Individual and Society
HIS120	Western Civ: to 1600	SOC130	Sociology
HIS125	Western Civ. 1600-1945		Social Science Honors Elective
ECO250	Comparative Economic Systems		

ELECTIVE CREDITS	CREDITS - 6
-------------------------	--------------------

Choose **one** of the following courses or any course listed on this page that has not been used to fulfill the academic discipline requisite:

COM151	Fundamentals of Speech	HEA110	Health
PSY120	Interpersonal Relations	- - - -	Foreign Language

Appendix C – HPOs and the Business Curriculum

Students completing the proposed Business curriculum will meet the educational requirements for entry into the Administrative Services Management field, Standard Occupational Classification (SOC) code 11-3011. According to the Occupational Outlook Handbook published by the Bureau of Labor Statistics, <http://www.bls.gov/oco/ocos002.htm>, “For first-line administrative services managers ... many employers prefer to hire people who have an associate degree in business or management,” Further on, the handbook states “Occupations with similar functions include office and administrative support worker supervisors and managers; cost estimators; property, real estate, and community association managers; purchasing managers, buyers, and purchasing agents.” This occupation is projected to experience a 12% increase in employment between 2006 and 2016.

From the PA Workforce Development Website,
<http://www.paworkforce.state.pa.us/jobseekers/cwp/view.asp?a=464&q=154311>,

“Occupational Overview:

Administrative services managers coordinate the support services that allow organizations to operate efficiently. This occupation is employed in several Pennsylvania industries, and has been identified as high priority in the Business & Financial Services targeted industry cluster.”

The State’s Classification for Instruction Program (CIP) code, 52.0101, “Business/Commerce General,” describes the educational program requirements as: “A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.”

Related occupations attainable from such an educational program, with their respective SOC codes, are listed below and continue on the following page.

11-1021	General & Operations Managers
11-2022	Sales Managers
11-3011	Administrative Services Managers
11-9111	Medical & Health Services Managers
11-9141	Property, Real Estate & Community Association Managers
13-1031	Claims Adjusters, Examiners & Investigators
13-1051	Cost Estimators
13-1071	Employment, Recruitment & Placement Specialists
13-1111	Management Analysts
13-2011	Accountants & Auditors
13-2051	Financial Analysts
13-2052	Personal Financial Advisors

43-1011	Supervisors - Office & Administrative Support Workers
43-3011	Bill & Account Collectors
43-3021	Billing & Posting Clerks & Machine Operators
43-3031	Bookkeeping, Accounting & Auditing Clerks
43-4051	Customer Service Representatives
43-4171	Receptionists & Information Clerks
43-5061	Production, Planning & Expediting Clerks
43-5071	Shipping, Receiving & Traffic Clerks
43-6011	Executive Secretaries & Administrative Assistants
43-6012	Legal Secretaries
43-6013	Medical Secretaries
43-6014	Secretaries
43-9031	Desktop Publishers
43-9061	Office Clerks