PRE-BUSINESS AND BUSINESS MANAGEMENT TECHNOLOGY
Accounting, Financial Services, Marketing, Customer Service

Skills:
- Oral and written communication
- Document creation and interpretation
- Information collection and evaluation
- Data Analysis

Coursework in:
- Accounting
- Business Law
- Communications
- Economics
- Information Systems
- Management
- Marketing

ADMINISTRATIVE MANAGEMENT
Administrative Assistant, Meeting & Event Planning

Skills:
- Oral and written communication
- Document creation and interpretation
- Information collection and evaluation
- Desktop Publishing (optional)

Coursework in:
- Administrative Accounting
- Communications
- Computer Applications
  - Word Processing
  - Spreadsheets
  - Databases
  - Presentations
  - Customer Service
  - Workplace Technologies

BUSINESS PROGRAM STRENGTHS

The Business & Economics Department features experienced professors who have real-world business experience, demanding academics, and opportunities for hands-on learning through internships with leading companies throughout the region.

Our comprehensive curriculum prepares students to transition to the UC Lindner College of Business or other Business/Economics programs at most colleges and universities across the U.S. We also provide associate degrees that can help students get started right away on your professional career.