

## Division of Business

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The Business Division is accredited by the Association of Collegiate Business Schools and Programs (ACBSP), a national accrediting association whose mission is to establish, promote, and recognize educational standards that contribute to the continuous improvement of business education and to recognize business schools and programs that adhere to these standards.

The Business Division offers curricula to meet the requirements for students majoring in Accounting, Business Administration, International Business, Management Information Systems, Business Education, Health Information Management, Office Administration, and other business-related majors. Requirements for the Computer Science major are also listed in this division. The prescribed courses outlined in the catalog of the senior institution in which the student plans to transfer should be correlated with the course of study outlined for the first two years at the junior college level. Students are urged to work closely with business advisors in order to assure enrolling in the correct courses for transfer to senior institutions of student's choice:

Important: All business majors pursuing an Associate in Arts degree from Jones County Junior College are required to take the following business courses in order to complete the professional component of the program: Accounting I (ACC 1213); Introduction to Business (BAD 1113); Legal Environment of Business (BAD 2413); Business Management and Microcomputers (BAD 2533) or Computer Concepts (CSC 1113); and Economics I (ECO 2113). These courses are noted with an \* in each program.

Students should always consult the catalog of the senior institution for details concerning specific courses and the transfer process.

### PRE-ACCOUNTING AND PRE-BUSINESS ADMINISTRATION PROGRAMS

**Accounting, Banking and Finance, Economics, Business Administration, Insurance, Marketing, Real Estate.**

<b>Orientation (2 hours)</b>	<b>Credit Hours</b>
LLS1312 Orientation.....	2
<b>English Composition &amp; Public Speaking (9 hours)</b>	
ENG1113 English Composition I.....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3
<b>Math (6 hours)</b>	
MAT1313 College Algebra (or higher math).....	3
MAT1513 Business Calculus.....	3
<b>Lab Science (select 8 hours)</b>	
BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
BIO2514 Anatomy and Physiology I.....	4
BIO2524 Anatomy and Physiology II.....	4
CHE1114 Chemistry Survey.....	4
CHE1214 General Chemistry I.....	4
CHE1224 General Chemistry II.....	4
PHY2244 Physical Science I.....	4

PHY2254 Physical Science II.....	4
<b>Humanities (3 hours)</b>	
ENG2413 World Literature.....	3
<b>History (select 6 consecutive hours)</b>	
HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
HIS2213 American History I.....	3
HIS2223 American History II.....	3
<b>Fine Arts (select 3 hours)</b>	
ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3
<b>Social Science (6 hours)</b>	
PSC1113 American National Government (MSU).....	3
PSY1513 General Psychology.....	3
SOC2113 Introduction to Sociology (USM).....	3
<b>Business (18 hours)</b>	
ACC1213 Principles of Accounting I*.....	3
ACC1223 Principles of Accounting II.....	3
BAD1113 Introduction to Business*.....	3
BAD2413 Legal Environment of Business*.....	3
ECO2113 Economics I *.....	3
ECO2123 Economics II.....	3
<b>Other (select 3 hours)</b>	
BAD2533 Business Mgt & Microcomputers*.....	3
CSC1113 Computer Concepts*.....	3
* Courses required by Jones County Junior College Business Division for all business majors.	
<b>PRE-BUSINESS TECHNOLOGY EDUCATION</b>	
The suggested program of study on this sheet is appropriate for those whose career objectives include business or industry and training teachers of business and industrial subjects as well as marketing education.	
<b>Orientation (2 hours) <span style="float:right">Credit Hours</span></b>	
LLS1312 Orientation.....	2
<b>English Composition &amp; Public Speaking (9 hours)</b>	
ENG1113 English Composition I.....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3
<b>Math (3 hours)</b>	
MAT1313 College Algebra (or higher math).....	3
<b>Lab Science (select 8 hours)</b>	
BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
CHE1114 Chemistry Survey.....	4
CHE1214 General Chemistry I.....	4
CHE1224 General Chemistry II.....	4

PHY2244 Physical Science I .....	4
PHY2254 Physical Science II .....	4
<b>Humanities (9 hours)</b>	
ENG2413 World Literature.....	3
HIS1113 Western Civilization I .....	3
HIS1123 Western Civilization II.....	3
<b>Fine Arts (select 3 hours)</b>	
ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3
<b>Social Science (6 hours)</b>	
PSY1513 General Psychology <i>plus</i> .....	3
GEO1113 World Geography <i>or</i> .....	3
SOC2113 Introduction to Sociology.....	3
<b>Business (21 hours)</b>	
ACC1213 Principles of Accounting I* .....	3
ACC1223 Principles of Accounting II.....	3
BAD1113 Introduction to Business* .....	3
BAD2413 Legal Environment of Business* .....	3
BOA2533 Word Processing .....	3
BOA2613 Business Communication .....	3
ECO2113 Economics I * .....	3
<b>Health (3 hours)</b>	
HPR1213 Personal and Community Health .....	3
<b>Other (select 3 hours)</b>	
BAD2533 Business Mgt & Microcomputers* .....	3
CSC1113 Computer Concepts* .....	3

Students who have not taken high school typewriting/keyboarding, must enroll in BOA 1413 prior to taking BOA 2533, BAD 2533, or CSC 1113.

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## PRE-COMPUTER SCIENCE

This program of study prepares the student for the B.S. degree program in computer science. Bachelor of Science graduates begin careers as computer programmers, systems analysts, programmer analysts, software engineers, systems programmers, computer system engineers and related positions.

<b>Orientation (2 hours)</b>	<b>Credit Hours</b>
LLS1312 Orientation.....	2
<b>English Composition &amp; Public Speaking (9 hours)</b>	
ENG1113 English Composition I .....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3
<b>Math (15 hours)</b>	
MAT1313 College Algebra .....	3
MAT1323 Trigonometry .....	3
MAT1613 Calculus I.....	3

MAT1623 Calculus II.....	3
MAT2613 Calculus III.....	3
<b>Lab Science (18 hours)</b>	
PHY2515 General Physics IA (with calculus).....	5
PHY2525 General Physics IIA (with calculus).....	5
<i>plus select 8 hours from</i>	
BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
BIO1314 Botany I (MSU – course option).....	4
BIO1414 General Zoology (MSU – course option).....	4
CHE1214 General Chemistry I (MSU – required).....	4
CHE1224 General Chemistry II.....	4
<b>Humanities (3 hours)</b>	
ENG2413 World Literature.....	3
<b>History (select 6 consecutive hours)</b>	
HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
HIS2213 American History I.....	3
HIS2223 American History II.....	3
<b>Fine Arts (select 3 hours)</b>	
ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3
<b>Social Science (6 hours)</b>	
PSY1513 General Psychology.....	3
SOC2113 Introduction to Sociology.....	3
<b>Computer Science (6 hours)</b>	
CSC1213 Visual Basic.....	3
CSC2134 Programming I with C++.....	3

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*Humanities:* Consult your major advisor for selection of humanities required by MSU (USM and UM transfers can follow the recommended list above).

*Science:* MSU requires General Chemistry I and either Botany or Zoology I. USM and UM accepts General Biology I & General Biology II or General Chemistry I & General Chemistry II.

Students having no prior computer experience must enroll in CSC 1113, Intro to Computer Concepts. CSC 1113 does not count toward a degree in Computer Science.

**PRE-HEALTH INFORMATION MANAGEMENT**

This program of study prepares students for the professional program of study at the University of Mississippi Medical Center (UMMC). Students wishing to further their studies at UMMC are urged to begin the application process early in the sophomore year in which the student plans to enter UMMC.

<b>Orientation (2 hours)</b>	<b>Credit Hours</b>
LLS1312 Orientation.....	2

**English Composition & Public Speaking (9 hours)**

ENG1113 English Composition I .....	3
ENG1123 English Composition II .....	3
SPT1113 Public Speaking .....	3

**Math (3 hours)**

MAT1313 College Algebra (or higher math).....	3
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**Lab Science (16 hours)**

BIO1134 General Biology I .....	4
BIO1144 General Biology II .....	4
BIO2514 Anatomy and Physiology I .....	4
BIO2524 Anatomy and Physiology II .....	4

**Humanities (6 hours)**

ENG2413 World Literature .....	3
PHI2113 Introduction to Philosophy I .....	3

**History (select 6 consecutive hours)**

HIS1113 Western Civilization I .....	3
HIS1123 Western Civilization II .....	3
HIS2213 American History I .....	3
HIS2223 American History II .....	3

**Fine Arts (select 3 hours)**

ART1113 Art Appreciation .....	3
MUS1113 Music Appreciation .....	3

**Social Science (6 hours)**

PSY1513 General Psychology .....	3
SOC2113 Introduction to Sociology .....	3

**Business (15 hours)**

ACC1213 Principles of Accounting I* <i>and</i> .....	3
BAD1113 Introduction to Business * <i>and</i> .....	3
BOA2613 Business Communication .....	3
<i>plus</i>	
ACC1223 Principles of Accounting II <i>or</i> .....	3
BAD2323 Business Statistics .....	3
<i>and</i>	
BAD2533 Business Mgt & Microcomputers* <i>or</i> .....	3
CSC1113 Computer Concepts* <i>or</i> .....	3
MAT1513 Business Calculus .....	3

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**PRE-HOTEL AND RESTAURANT ADMINISTRATION****Orientation (2 hours)****Credit Hours**

LLS1312 Orientation .....	2
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**English Composition & Public Speaking (9 hours)**

ENG1113 English Composition I .....	3
ENG1123 English Composition II .....	3
SPT1113 Public Speaking .....	3

**Math (3 hours)**

MAT1313 College Algebra (or higher math).....	3
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<b>Lab Science (12 hours)</b>	
BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
BIO2924 Microbiology.....	4
<b>Humanities (9 hours)</b>	
ENG2413 World Literature.....	3
HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
<b>Fine Arts (3 hours)</b>	
ART1113 Art Appreciation.....	3
<b>Social Science (9 hours)</b>	
ECO2113 Economics I*.....	3
ECO2123 Economics II.....	3
SOC2113 Introduction to Sociology.....	3
<b>Business (18 hours)</b>	
ACC1213 Principles of Accounting I*.....	3
ACC1223 Principles of Accounting II.....	3
BAD2413 Legal Environment of Business*.....	3
BAD1113 Introduction to Business*.....	3
CSC1113 Computer Concepts*.....	3
<b>Family and Consumer Science (6 hours)</b>	
FCS1213 Food Selection and Preparation.....	3
FCS1253 Nutrition.....	3
<b>Other (select classes to total 64 transferable hours)</b>	
BAD2323 Business Statistics.....	3
BOA2613 Business Communication.....	3
ENG2223 American Literature I.....	3
ENG2323 British Literature I.....	3
HIS2213 American History I.....	3
HIS2223 American History II.....	3
MUS1113 Music Appreciation.....	3

\* Courses required by Jones County Junior College Business Division for all business majors.

**PRE-INTERNATIONAL BUSINESS**

<b>Orientation (2 hours)</b>	<b>Credit Hours</b>
LLS1312 Orientation.....	2
<b>English Composition &amp; Public Speaking (9 hours)</b>	
ENG1113 English Composition I.....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3
<b>Math (6 hours)</b>	
MAT1313 College Algebra (or higher math).....	3
MAT1513 Business Calculus.....	3
<b>Lab Science (select 8 hours)</b>	
BIO1134 General Biology I.....	4

BIO1144 General Biology II.....	4
CHE1114 Chemistry Survey.....	4
CHE1214 General Chemistry I.....	4
CHE1224 General Chemistry II.....	4
PHY2244 Physical Science I.....	4
PHY2254 Physical Science II.....	4
<b>Humanities (3 hours)</b>	
ENG2413 World Literature.....	3
<b>History (select 6 consecutive hours)</b>	
HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
HIS2213 American History I.....	3
HIS2223 American History II.....	3
<b>Foreign Language (select 6 consecutive hours)**</b>	
MFL1113 French I.....	3
MFL1123 French II.....	3
MFL1213 Spanish I.....	3
MFL1223 Spanish II.....	3
MFL2113 French III.....	3
MFL2123 French IV.....	3
MFL2213 Spanish III.....	3
MFL2223 Spanish IV.....	3
<b>Fine Arts (select 3 hours)</b>	
ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3
<b>Social Science (6 hours)</b>	
GEO1113 World Geography plus.....	3
PSY1513 General Psychology or.....	3
SOC2113 Introduction to Sociology.....	3
<b>Business (18 hours)</b>	
ACC1213 Principles of Accounting I*.....	3
ACC1223 Principles of Accounting II.....	3
BAD1113 Introduction to Business*.....	3
BAD2413 Legal Environment of Business*.....	3
ECO2113 Economics I *.....	3
ECO2123 Economics II.....	3
<b>Other (select 3 hours)</b>	
BAD2533 Business Mgt & Microcomputers*.....	3
CSC1113 Computer Concepts*.....	3

\* Business courses required by Jones County Junior College Business Division for all business majors.

\*\* Consult Major Advisor concerning Foreign Language requirements.

## PRE-MANAGEMENT INFORMATION SYSTEMS

This program of study is appropriate for those whose career objectives include applications programming and systems analysis work in the private and public sectors. Other career opportunities include computer training, computer sales, and microcomputer

systems design and applications

<b>Orientation (2 hours)</b>	<b>Credit Hours</b>
LLS1312 Orientation.....	2

**English Composition & Public Speaking (9 hours)**

ENG1113 English Composition I .....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3

**Math (6 hours)**

MAT1313 College Algebra (or higher math).....	3
MAT1513 Business Calculus.....	3

**Lab Science (select 8 hours)**

BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
CHE1114 Chemistry Survey.....	4
CHE1214 General Chemistry I.....	4
CHE1224 General Chemistry II.....	4
PHY2244 Physical Science I.....	4
PHY2254 Physical Science II.....	4

**Humanities (3 hours)**

ENG2413 World Literature.....	3
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**History (select 6 consecutive hours)**

HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
HIS2213 American History I.....	3
HIS2223 American History II.....	3

**Fine Arts (select 3 hours)**

ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3

**Social Science (6 hours)**

PSC1113 American National Government (MSU).....	3
PSY1513 General Psychology.....	3
SOC2113 Introduction to Sociology (USM).....	3

**Business (18 hours)**

ACC1213 Principles of Accounting I*.....	3
ACC1223 Principles of Accounting II.....	3
BAD1113 Introduction to Business*.....	3
BAD2413 Legal Environment of Business*.....	3
ECO2113 Economics I *.....	3
ECO2123 Economics II.....	3

**Other (select 3 hours)**

BAD2533 Business Mgt & Microcomputers*.....	3
CSC1113 Computer Concepts*.....	3

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**OFFICE ADMINISTRATION**

The Office Administration major will provide students with the skills required to enter the job market with an Associate of Arts degree and/or to transfer to a senior institution to pursue a Bachelor's degree.

<b>Orientation (2 hours)</b>	<b>Credit Hours</b>
LLS1312 Orientation.....	2
<b>English Composition &amp; Public Speaking (9 hours)</b>	
ENG1113 English Composition I.....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3
<b>Math (3 hours)</b>	
MAT1313 College Algebra (or higher math).....	3
<b>Lab Science (select 8 hours)</b>	
BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
CHE1114 Chemistry Survey.....	4
CHE1214 General Chemistry I.....	4
CHE1224 General Chemistry II.....	4
PHY2244 Physical Science I.....	4
PHY2254 Physical Science II.....	4
<b>Humanities (9 hours)</b>	
ENG2413 World Literature.....	3
HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
<b>Fine Arts (select 3 hours)</b>	
ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3
<b>Social Science (9 hours)</b>	
ECO2113 Economics I.....	3
PSC1113 American National Government.....	3
PSY1513 General Psychology.....	3
<b>Business (21 hours)</b>	
ACC1213 Principles of Accounting I*.....	3
ACC1223 Principles of Accounting II.....	3
BAD1113 Introduction to Business*.....	3
BAD2413 Legal Environment of Business*.....	3
BOA2413 Office Procedures ** WBL.....	3
BOA2533 Word Processing (Fall Only).....	3
BOA2613 Business Communication.....	3
<b>Other (select 3 hours)</b>	
BAD2533 Business Mgt & Microcomputers*.....	3
CSC1113 Computer Concepts*.....	3

\* Courses required by Jones County Junior College Business Division for all business majors.

\*\* Office Administration majors can earn hours towards graduation by working in a job approved by the Work-based Learning coordinator

Note: Students who have not taken high school typewriting/keyboarding, must enroll in BOA 1413 prior to taking BOA 2533, BAD 2533, or CSC 1113.

**PRE-PHARMACEUTICAL SALES**

	<b>Credit Hours</b>
<b>Orientation (2 hours)</b>	
LLS1312 Orientation.....	2
<b>English Composition &amp; Public Speaking (9 hours)</b>	
ENG1113 English Composition I.....	3
ENG1123 English Composition II.....	3
SPT1113 Public Speaking.....	3
<b>Math (6 hours)</b>	
MAT1313 College Algebra (or higher math).....	3
MAT1513 Business Calculus.....	3
<b>Lab Science (select 12 hours)</b>	
BIO1134 General Biology I.....	4
BIO1144 General Biology II.....	4
BIO2514 Anatomy and Physiology I.....	4
BIO2524 Anatomy and Physiology II.....	4
CHE1114 Chemistry Survey.....	4
CHE1214 General Chemistry I.....	4
CHE1224 General Chemistry II.....	4
PHY2244 Physical Science I.....	4
PHY2254 Physical Science II.....	4
<b>Humanities (3 hours)</b>	
ENG2413 World Literature.....	3
<b>History (select 6 consecutive hours)</b>	
HIS1113 Western Civilization I.....	3
HIS1123 Western Civilization II.....	3
HIS2213 American History I.....	3
HIS2223 American History II.....	3
<b>Fine Arts (select 3 hours)</b>	
ART1113 Art Appreciation.....	3
MUS1113 Music Appreciation.....	3
<b>Social Science (6 hours)</b>	
PSC1113 American National Government (MSU).....	3
PSY1513 General Psychology.....	3
SOC2113 Introduction to Sociology (USM).....	3
<b>Business (18 hours)</b>	
ACC1213 Principles of Accounting I*.....	3
ACC1223 Principles of Accounting II.....	3
BAD1113 Introduction to Business*.....	3
BAD2413 Legal Environment of Business*.....	3
ECO2113 Economics I *.....	3
ECO2123 Economics II.....	3
<b>Other (select 3 hours)</b>	
BAD2533 Business Mgt & Microcomputers*.....	3
CSC1113 Computer Concepts*.....	3

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