

ASSOCIATE OF SCIENCE DEGREE

Business

The A.S. in Business program offers job entry knowledge and skills to students interested in business careers. The following are the objectives for an Associate of Science in Business.

The student will be able to:

- Identify different operating systems and of the software and hardware required to carry out business tasks;
- Effectively use computers to complete tasks;
- Demonstrate comprehension of basic principles of business and management;
- Define and analyze the business decision making process;
- Examine accounting concepts for basic business decision making;
- Prepare and use financial statements; and
- Evaluate and apply micro and macro-economic theory.

All A.S. in Business degree programs include the above objectives. Students are also able to focus on specific areas to further define their study by choosing a concentration. This degree offers concentrations in Accounting, Banking, Broadcasting Management, Finance, Hotel and Tourism Management, and Information Systems Management.

The following are suggested courses for concentrations in accounting, banking, broadcasting management, finance, hotel and tourism management and information systems management.

**ASSOCIATE OF SCIENCE DEGREE
BUSINESS**

Accounting Concentration

The Accounting concentration introduces basic accounting principles and provides a background for practical accounting applications. It also gives the student exposure to both financial and managerial; accounting principles.

The added objectives when a student chooses the Accounting concentration follow.

The student will be able to:

- Perform the steps in the accounting cycle including adjusting entries, closing entries, and preparation of income statements and balance sheets;
- Identify the value of assets and cost allocation;
- Identify and comprehend disclosure requirements and ethical standards;
- Apply basic principles of costing systems;

Recognize the changing needs of financial accounting and reporting in view of information technology trends, changing nature of Generally Accepted Accounting Principles.

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BUSINESS**

Banking Concentration

The Banking concentration introduces students to the practical methods and theoretical concepts of the banking industry.

When a student chooses the Finance concentration, they will be able to:

- Recognize contemporary central banking and bank regulation issues comparing the US, Euro zone and the UK;
- Identify banking practice and procedures;
- Apply general principles of law to financial decision making, risk analysis and liabilities;
- Perform the steps in the accounting cycle including adjusting entries, closing entries, and preparation of income statements and balance sheets;

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Broadcasting Management Concentration

The Broadcasting Management concentration helps students learn the practical and theoretical aspects of program production, station operations and management.

When a student chooses the Broadcasting Management concentration, they will be able to:

- Effectively implement principles of broadcasting management for radio and television;
- Understand the process of producing original broadcasting for radio and television;
- Effectively implement the process for drafting, editing and publishing articles and news spots for use in mass media; and,
- Understand the hardware, technology and equipment necessary to operate a working radio station (ICCI FM 101.1).
- Have practical experience through internship in the broadcasting industry.

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Finance Concentration

The Finance concentration seeks to provide a general background for entry-level careers in the insurance and financial industry.

When a student chooses the Finance concentration, they will be able to:

- Recognize contemporary central banking and bank regulation issues comparing the US, Euro zone and the UK;
- Identify banking practice and procedures;
- Analyze insurance and different lines of insurance, product distribution, re-insurance and basic legal concepts applicable to insurance;
- Demonstrate knowledge of the principles from finance and economics and exploration of the connection between financial markets and the economy;

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Hotel and Tourism Management Concentration

The Hotel and Tourism Management concentration is tailored for those interested in supervisory level jobs in the hospitality industry, particularly the hotel business. Emphasis is management oriented though a certain amount of clerical expertise is demanded.

When a student chooses the Hotel and Tourism Management concentration, they will be able to:

- Effectively implement principles of tourism management;
- Recognize the structure, make-up, and tasks required of a “front desk operator” in the tourism industry;
- Analyze basic principles of customer service in the tourism industry;
- Understand the food and beverage process, including preparation and point of sale; and
- Have practical experience through internship in the tourism industry.

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Information Systems Management Concentration

The Information Systems Management concentration is designed to help provide students interested in pursuing careers in business with the basic computer literacy needed to support those careers. It may be of use to individuals seeking entry level clerical jobs related to computer input and output.

When a student chooses the Information Systems Management concentration, they will be able to:

- Effectively manage information systems;
- Identify different operating systems and the software and hardware required to carry out business tasks;
- Utilize the computer as a resource and communication tool and use of computers to complete tasks;
- Demonstrate a proficiency of Excel, Access and Word.
- Have practical experience through internship in the information systems industry.

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General Studies

The General Studies program provides the student with a general education background for pursuing further studies.

- Apply general education skills including but not limited to the fundamentals of composition, math, and sociology;
- Create individual objectives designed based upon the course of study chosen by the student.

This degree is used for students who may choose to pursue a Bachelor degree in Human and Social Services or who wish to pursue a general course of study.

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OFFICE ADMINISTRATION

The Office Administration program is designed to help students meet the proficiency required by employers and provide background for positions in the secretarial profession. Standards of professional ethics, conduct, and responsibility toward employer, coworkers, and profession are stressed.

The student will be able to:

- Recognize the role of professional ethics & conduct;
- Effectively manage administration office information systems;
- Identify different operating systems and the software and hardware required to carry out business tasks;
- Utilize the computer as a resource and communication tool and use of computers to complete tasks;
- Identify the responsibility of the office employee toward employer, coworkers, and profession;
- Understand the functions of an office;
- Learn to work in a team-oriented environment; and
- Demonstrate a mastery of office skills.

BACHELOR OF SCIENCE DEGREE

BUSINESS ADMINISTRATION MAJOR

The Business Administration program prepares students for careers in the accounting, banking and trust operations, insurance, risk management, and finance fields, among others by meeting the following objectives.

The student will be able to:

- Identify different operating systems and the software and hardware required to carry out business tasks;
- Effectively use of computers to complete tasks;
- Demonstrate comprehension of basic and advanced principles of business and management;
- Define and analyze the business decision making process;
- Apply Financial and Managerial Accounting concepts to the business decision making process;
- Prepare and use financial statements;
- Evaluate and apply micro and macro-economic theory;
- Use and apply statistics and empirical data for decision making;
- Use business communication skills including preparation of effective business reports and oral communication of the same;
- Apply marketing theory, use of market models and market analysis in business decision making;
- Demonstrate knowledge of finance including cash flows, investments, budgeting and portfolio management; and
- Analyze the legal nature and role of contracts, torts, negotiable instruments, and business associations.

Similar to the A.S. Business degree, Bachelor students are able to focus on specific areas by choosing a concentration, Finance or Accounting. Each concentration provides further detailed study into the particular field

While the major is offered in general Business Administration, it is possible to obtain a concentration in Accounting or Finance. The following are suggested courses for these areas.

**BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION MAJOR**

Accounting Concentration

The Accounting concentration seeks to provide the student with the fundamental theoretical background in bookkeeping, accounting, and auditing for pursuit of careers in the accounting field and for professional accounting examinations.

The added objectives when a student chooses the Accounting concentration follow.

The student will be able to:

- Perform the steps in the accounting cycle including adjusting entries, closing entries, and preparation of income statements and balance sheets;
- Identify the value of assets and cost allocation;
- Identify and comprehend disclosure requirements and ethical standards;
- Apply basic and advanced principles of costing systems to manufacturing including job order, process, and joint cost situations;
- Analyze cost and the role of cost in pricing and business behavior;
- Evaluate and apply audit evidence and procedures and purpose of audit assurance and audit services;
- Assess tax principles and the framework for determining an individual's income tax liability, as well as providing a general understanding of the tax structure for partnerships, corporations, and other taxable entities;
- Classify the appropriate accounting methods and procedures for stock investments, consolidated financial statements, consolidations involving minority interests, and estates and trusts;
- Distinguish accounting procedures in bankruptcy, estate and trust accounting, and the SEC disclosure rules and regulations; and

- **Recognize the changing needs of financial accounting and reporting in view of information technology trends, changing nature of Generally Accepted Accounting Principles and business reporting on the Internet and problems of legal jurisdiction**

**BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION MAJOR**

Finance Concentration

The Finance concentration is designed for those interested in pursuing managerial or consultative careers in banking, trust operations, insurance, risk management, and/or finance.

When a student chooses the Finance concentration, they will be able to:

- Recognize contemporary central banking and bank regulation issues comparing the US, Euro zone and the UK;
- Identify banking practice and procedures;
- Apply general principles of law to financial decision making, risk analysis and liabilities;
- Analyze insurance and risk management and of the different lines of insurance, product distribution, re-insurance and basic legal concepts applicable to insurance;
- Demonstrate knowledge of the principles from finance and economics and exploration of the connection between financial markets and the economy;
- Recognize public policy issues and understanding of how the most important players in financial markets, governments and central banks operate and how monetary policy is conducted;
- Illustrate the types of foreign exchange and foreign markets along with international monetary system and exchange rate systems;
- Use and apply principles of financial management of a national and multinational firms in regard to cash management, intra-firm transfer, control & capital budgeting; and
- Recognize core concepts and tools in making investment decisions, managing a portfolio and developing, implementing, and monitoring a successful investment program.

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OFFICE ADMINISTRATION MAJOR

The B.S. program in Office Administration provides the opportunity for students to prepare for careers in office administration. The following are the objectives for the program.

The student will be able to:

- Recognize the role of professional ethics & conduct;
- Apply the principles of and the multifaceted challenges of administrative office management to real world experiences;
- Effectively manage administration office information systems;
- Identify different operating systems and the software and hardware required to carry out business tasks;
- Utilize the computer as a resource and communication tool and use of computers to complete tasks;
- Demonstrate awareness of the current management principles, concepts, and organizational trends;
- Identify the responsibility of the office employee toward employer, coworkers, and profession;
- Understand the functions of an office;
- Learn to work in a team-oriented environment; and
- Develop communication, learning, and decision-making skills.
- Demonstrate a mastery of office skills; and
- Prepare and use financial statements.

The program is designed to help students develop themselves as competent office managers and meet the islands need for office and administrative managers.

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HUMAN AND SOCIAL SERVICES MAJOR

The purpose of the Human and Social Services major is to prepare students for careers related to social programs in the community.

The B.S. program in Human and Social Services helps students to prepare for careers related to social programs in the community. The objectives for this degree program are as follows.

The student will be able to:

- Evaluate the meaning of social problems, identify of the trends which lead to the development of social problems and contemporary methods of dealing with the problems;
- Restate role of Social Workers including the values and ethics associated with the profession;
- Analyze the students' own self-identity and personal issues which may hinder the deliverance of effective human and social services;
- Identify and apply different research methods, concepts and terminology in Lifespan Development;
- Identify and evaluate counseling techniques for community and social work;
- Evaluate the effects of social interaction on behavior and the ways in which the study of social behavior is scientific;
- Discriminate between the principles and techniques of research design and analyzing empirical data; and
- Explain and judge ways in which society is influenced by business, technology and urban influences.

MASTER OF SCIENCE IN MANAGEMENT

The graduate programs at ICCI offer courses leading to Masters' degrees to qualified students already possessing an undergraduate degree. The Master of Science in Management degree is designed to develop management and leadership skills of academically and experientially qualified individuals.

The student will be able to:

- Increase their effectiveness in private and public organizational settings;
- Demonstrate a knowledge of the general history, concepts, and processes of management;
- Demonstrate the conceptual base from which the more specific survey courses focus on professional skills in human resources, accounting, business administration, or education; and
- Apply the intellectual abilities in analysis, management, job performance, and creativity to real world experiences.

This program helps increase effectiveness in private or public organizations, define professional skills in human resources or education and develop intellectual abilities in analysis, management, job performance, and creativity. The Master of Science in Management offers a choice of concentration: Human Resources or Education.

MASTER OF BUSINESS ADMINISTRATION

The graduate programs at ICCI offer courses leading to Master of Business Administration degree. The MBA degree is designed to develop business management and leadership skills of academically and experientially qualified individuals.

The student will be able to:

- Effectively function in private and public organizational settings;
- Demonstrate a knowledge of the general history, concepts, and processes of management;
- Demonstrate the conceptual base from which the more specific survey courses focus on professional skills in human resources, accounting, business administration, or education; and
- Apply the intellectual abilities in analysis, management, job performance, and creativity to real world experiences.