

Programs Develop Accounting and Bookkeeping Skills

Students will obtain knowledge and application of financial, managerial, cost and payroll accounting practices and principles. They will learn the ability to think analytically, be detail-oriented, and solve problems.

Room for Growth and Income

Employers are looking for professionally trained people. Demand for such people is expected to be strong over the next 10 years, according to the National Bureau of Labor Statistics (BLS).

According to BLS, job prospects for customer service representatives are expected to be excellent. College graduates with related experience, a high level of creativity, and strong computer skills should have the best job opportunities in advertising, marketing and sales. Employment of human resource, training, and labor relations managers is expected to grow faster than average for all occupations (17% through 2016).

As a professional manager, you will earn an attractive salary. For office and administrative service managers, salaries range from \$35,000 to over \$50,000.

Potential Occupations

- Account Executive
- Accountant
- Credit Manager
- Financial Planning Assistant
- Personal Banker
- Supervisor

MORTON COLLEGE UNIVERSITY
ACCOUNTING/BUSINESS
MANAGEMENT STUDENT SURVEY

Melissa Espinoza

Major: Business Management
One of the greatest feelings in the world comes from feeling a sense of accomplishment. I was able to experience that feeling when Morton College helped me earn my GED. The staff and teachers are wonderful, they were able to motivate me and now I am pursuing an Associate in Arts degree.

My career goal is to one day run my own beauty business and in the process revolutionize the beauty industry.

Sonia Rivas

Major: Business Management – 2010 Graduate
Morton College offers a quality and affordable education to prepare students to either transfer to a four-year university or enter a career immediately after graduation. It is a smart option for students who live in the area and want to save some money as they pursue a college education. Morton offers a lot of opportunities for students to succeed, such as a variety of academic programs and extracurricular activities, career planning and job fairs, and small classes that facilitate learning and class participation.

My goal is to transfer to a four-year university and pursue a Bachelor's Degree in either Business Management or Accounting.

Gergana Georgieva

Major: Business Management
I like the small classes at Morton because it makes it easier to communicate with your instructors and ask all your questions. The education is affordable and at the same time on a very good quality level.

I would like to earn a Master's degree in Business Administration and use that in the contemporary business world, hopefully leading to an executive management position one day.

Admission

Admission is open to all who qualify. For complete information about our programs, refer to the admissions information policies contained in the Morton College Catalog. Some courses require completion of prerequisite sites.

Tuition and Financial Aid

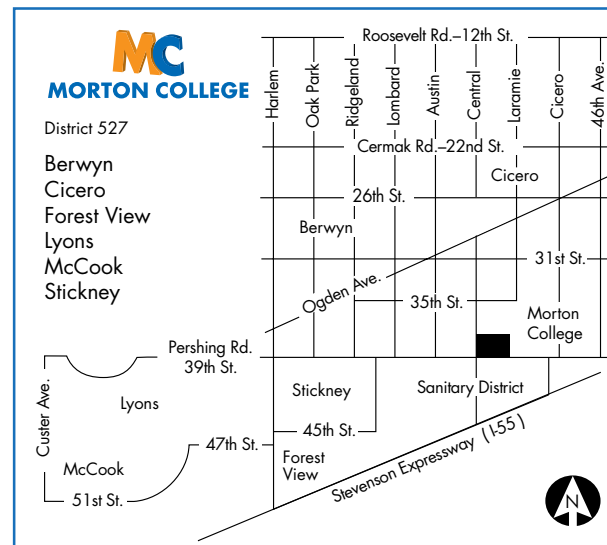
Tuition is based on the number of hours taken, course fees and whether you live in or out of the Morton College District, which includes Berwyn, Cicero, Forest View, Lyons, McCook, and Stickney.

Morton College offers financial aid, including grants, loans, and scholarships to all who apply and qualify. Our Financial Aid Office answers questions and distributes financial aid forms.

For further information contact:

The Office of Admissions and Records
Morton College
3801 South Central Avenue
Cicero, IL 60804
Call: (708) 656-8000 X346 or
(708) 656-8000 X1409
www.morton.edu

Morton College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its educational, admissions, or employment practices.



Business Management and Accounting Programs



Business Management and Accounting Degree and Certificate Programs Your Pathway to Success!

The Business Management and Accounting degree and certificate programs at Morton College provide students with current management, marketing, accounting, and finance theories, skills and techniques.

Our class sizes are small and instructors have substantial work experience in business, government, and not-for-profit settings.

Whether you are a new student who is interested in starting a career, or if you are a working professional looking to advance in your organization, Morton College's Business Management and Accounting programs will give you a competitive edge in today's world.

Do you...

Enjoy working on a team?

Have strong communication skills?

Like planning both large and small projects?

Want to see the direct results of your efforts?

Then consider a career in business, accounting, management, or marketing!

You will learn in a most favorable environment – in small classes, in which experienced instructors use case studies, illustrations, and textbook materials to teach principles and theories, which can be applied to real-world situations.

Business Management

Education – The Path to a Management Career

Business Management is a good career move, but a good education is needed in order to be successful. Managers are informed leaders, responsible for running businesses and organizations efficiently and profitably. They solve problems, deal with people and are effective communicators. Because these tasks require skills and competition is intense, education is necessary.

Program Develops Management Skills

Morton College's two-year program attracts students of all ages and backgrounds, in which you can earn an Associate's Degree in Applied Science (A.A.S.) or Associate of Art's (A.A.) degree. There is also a certificate program which can be completed in as little as one year.

Accounting

Students in the accounting program will get a thorough understanding of accounting and business theories and practices.

The Associate in Applied Science (A.A.S.) degree program in accounting is designed for individuals who are interested in seeking employment in various accounting positions, and those who want in improving their skills in performing accounting tasks on the job. Students can also pursue the Associate of Arts (A.A.) degree program with an accounting concentration. A certificate program is also available for those students who want to take coursework focused primarily in accounting and finance. Morton's accounting curriculum is designed for career students, but many of the courses will also transfer to four-year institutions.

BUSINESS MANAGEMENT (BSM) Associate in Applied Science Degree

First Semester		Credit Hours
BUS 101	Financial Accounting	3
BUS 111	Introduction to Business	3
	General Education Requirements	6
	Electives	3
		Total 15

Second Semester		Credit Hours
BUS 102	Managerial Accounting	3
BUS 107	Principles of Marketing	3
BUS 106	Principles of Finance	3
	General Education Requirements	7
		Total 16

Third Semester		Credit Hours
BUS 230 or BUS 231	Business Law and Contracts 3 Business Law and Commercial Transactions	3
ECO 101*	Macroeconomics – Principles of Economics I	3
	General Education Requirements	3
	Electives	6
		Total 15

Fourth Semester		Credit Hours
BUS 208	Principles of Management	3
CPS 111	Business Computer Systems	3
BUS 253	Successful Career Strategies	2
ECO 102*	Microeconomics – Principles of Economics II	3
	General Education Requirements	5
		Total 16
		Overall Total 62

NOTES:

* This course may also be applied toward general education requirements. Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.

ACCOUNTING PROGRAM (ACC) Associate in Applied Science Degree

First Semester		Credit Hours
BUS 101	Financial Accounting	3
BUS 111	Introduction to Business	3
CPS 111	Business Computer Systems	3
	General Education Requirements	6
		Total 15

Second Semester		Credit Hours
BUS 102	Managerial Accounting	3
PSY 101*	Introduction to Psychology	3
BUS 106	Principles of Finance	3
	General Education Requirements	4
	Electives**	3
		Total 16

Third Semester		Credit Hours
BUS 202	Intermediate Accounting I	3
BUS 230 or BUS 231	Business Law and Contracts Business Law and Commercial Transactions	3
	General Education Requirements	7
	Electives**	3
		Total 16

Fourth Semester		Credit Hours
BUS 201	Cost Accounting	3
BUS 203	Intermediate Accounting II	3
BUS 253	Successful Career Strategies	2
	General Education Requirements	3
	Electives**	4
		Total 15
		Overall Total 62

