



Professional Business Technology Program

Associate in Specialized Business Degree Program

Objective: This sixteen-month program is designed to prepare the student for a career in the business field by providing a strong foundation in the basic principles of business. Courses cover a variety of topics including accounting, entrepreneurship, management, marketing, and sales; students also learn and can become certified in various applications within the Microsoft Office Suite. Graduates are prepared for various entry-level positions in areas such as administrative assisting, banking, customer service, data entry, insurance, finance, payroll accounting, retail and sales.

Course #	Title	Theory	Lab	Externship	Credit
135	Basic Accounting	50	25		4
130	Introduction to Computers and Business	25	50		3
116	Keyboarding I	25	50		3
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
136	Advanced Accounting	50	25		4
107	Microsoft Office Word I	25	50		3
114	Microsoft Office Outlook and Publisher	25	50		3
119	Business Mathematics	25	50		3
GE105*	Communications	50	25		4
131	Introduction to Sales and Marketing	50	25		4
132	Financial Planning and Management	50	25		4
108	Microsoft Office Word II	25	50		3
110	Microsoft Office PowerPoint	25	50		3
111	Microsoft Office Excel I	25	50		3
104	Computerized Payroll Accounting and Taxation	50	25		4
134	Entrepreneurship and Small Business	25	50		3
109	Microsoft Office Access I	25	50		3
133	Integrated Office Projects	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
Totals		700	800	100	70

4	Semesters
62.5	Weeks
70	Credits

* General education courses are denoted with an asterisk.

**All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/pbt

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.