## Finance (Business Administration)

**(Two-Year)**

**Associate Degree (10-102-2)**

### Job Titles

- Manager or Owner of a business
- Loan Officer or Personal Banker
- Sales or Sales Manager
- Financial Analyst
- Investment Advisor
- Insurance Sales or Broker
- Real Estate Sales or Broker
- Stockbroker
- Accountant or Bookkeeper

### Barron High School

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<th>First Semester</th>
<th>Second Semester</th>
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- **First Semester**
  - Financial Accounting I
  - Principles of Investments
  - MS Excel
  - Introduction to Microcomputers
  - Introduction to MS Office
  - Keyboarding
  - Business Math
  - Oral/Interpersonal Communication

- **Second Semester**
  - Financial Accounting II
  - Principles of Finance
  - MS Word A
  - Team Building and Problem Solving
  - Written Communication
  - Economics
  - Principles of Macroeconomics

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<th>Third Semester</th>
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- **Third Semester**
  - Principles of Insurance
  - Marketing Principles
  - Business Law
  - MS PowerPoint
  - Psychology of Human Relations

- **Fourth Semester**
  - Money and Banking
  - Advanced Investments
  - MS Access A
  - Professional Profile
  - Supervision
  - Job Quest
  - Technical Reporting

### Helpful High School Courses

- Mathematics/Algebra
- Accounting
- Keyboarding
- Spreadsheets/Word Processing
- Basic grammar
- Investments

- **Electives**
  - Budgeting and Financial Analysis
  - Basic Business Skills
  - Introduction to International Business
  - Small Business Management

Courses reflected in **red** are approved for advanced standing with WITC.

Note: Course sequence may vary by campus.