

## **General Business**

### **Associate in Applied Science Degree (AAS)**

#### **At a Glance**

The General Business program is designed to prepare students to plan, organize, direct, and control the functions and processes of a firm or organization. This program includes instruction in management theory, human resources management and behaviors, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

*Students should consult with an advisor or the faculty teaching in their discipline with regard to the suggested sequence for scheduling of courses.*

<b>General Education &amp; Elective Courses</b>		<b>CREDITS</b>
CIS 146	Microcomputer Applications .....	3
ECO 232	Principles of Economics .....	3
ENG 101	English Composition I .....	3
MTH 100	Intermediate College Algebra .....	3
ORI 105	Orientation & Student Success .....	3
SPH 106	Fundamentals of Oral Communication .....	3
Humanities and Fine Arts Elective .....		3
Math or Natural Science Elective* .....		3-4
<b>Total General Education &amp; Elective Credit Hours .....</b>		<b>24-25</b>

*\*Refer to general education section of catalog for electives.*

<b>Technical Major Courses</b>		<b>CREDITS</b>
BUS 100	Introduction to Business.....	3
BUS 146	Personal Finance <b>OR</b> Business Math (BUS 150) .....	3
BUS 215	Business Communications.....	3
BUS 241	Principles of Accounting I.....	3
BUS 242	Principles of Accounting II .....	3
BUS 275	Principles of Management.....	3
ECO 232	Principles of Economics .....	3
OAD 101	Beginning Keyboarding .....	3
Business Electives (From BUS, CIS or OAD) .....		12-13
<b>Total Technical Major Credit Hours .....</b>		<b>36-37</b>

**Total Credit Hours .....** 60-62

## **General Business**

### **Certificate (CER)**

While pursuing the General Business AAS degree and upon successful completion of the courses identified below, the stackable General Business Certificate will be awarded to students.

	<b>CREDITS</b>
CIS 146	Microcomputer Applications .....3
ENG 101	English Composition I .....3
MTH 100	Intermediate College Algebra .....3
ORI 105	Orientation & Student Success .....3
SPH 106	Fundamentals of Oral Communication .....3
BUS 100	Introduction to Business .....3
BUS 146	Personal Finance <b>OR</b> Business Math (BUS 150) .....3
BUS 215	Business Communications .....3
BUS 241	Principles of Accounting I .....3
BUS 275	Principles of Management .....3
ECO 232	Principles of Economics .....3
OAD 101	Beginning Keyboarding .....3
<b>Total Credit Hours</b> .....	<b>36</b>

**General Business**  
**Certificate (STC)**

While pursuing the General Business AAS degree and upon successful completion of the courses identified below, the stackable General Business Short-Term Certificate will be awarded to students.

	<b>CREDITS</b>
BUS 100	Introduction to Business .....3
BUS 146	Personal Finance <b>OR</b> Business Math (BUS 150) .....3
BUS 215	Business Communications .....3
BUS 275	Principles of Management .....3
<b>Total Credit Hours</b> .....	<b>12</b>