



General Business
Associate of Applied Science

Catalog Year: 2019-20

Business Pathway

| AC Course Number | Required Course Titles | Credit Hours | Semesters Offered | Course Modalities |
|--|--|--------------|-------------------|-------------------|
| FIRST YEAR | | | | |
| First Semester | | | | |
| <input type="checkbox"/> BUSI 1301 | Business Principles | 3 | F, Sp, Su | F2F, Int |
| <input type="checkbox"/> POFT 1321 | Business Math | 3 | F, Sp | F2F |
| <input type="checkbox"/> ENGL 1301 | Composition I | 3 | F, W, Sp, Su | F2F, Int, Hyb |
| <input type="checkbox"/> ACNT 1303 or ACCT 2301 | Intro to Accounting I or Principles of Financial Accounting | 3 | F, Sp, Su | F2F, Int |
| <input type="checkbox"/> POFT 2303 | Speed & Accuracy Building | 3 | F, Sp | F2F |
| <input type="checkbox"/> STSU 0300 | Student Success | 0 | F, W, Sp, Su | F2F, Int, Hyb |
| Second Semester | | | | |
| <input type="checkbox"/> ITSW 1304 | Introduction to Spreadsheets | 3 | F, Sp | F2F |
| <input type="checkbox"/> HRPO 1311 | Human Relations | 3 | F, Sp | Int |
| <input type="checkbox"/> ENGL 1302 | Composition II | 3 | F, W, Sp, Su | F2F, Int, Hyb |
| <input type="checkbox"/> ACNT 1311 or ACCT 2302 | Intro to Accounting II or Principles of Managerial Accounting | 3 | F, Sp, Su | F2F, Int |
| <input type="checkbox"/> POFI 1301 or ITSC 1301 | Computer Applications or Intro to Computers | 3 | F, Sp | F2F, Int |
| SECOND YEAR | | | | |
| First Semester | | | | |
| <input type="checkbox"/> BUSI 2301 | Business Law | 3 | Sp, Su | F2F, Int |
| <input type="checkbox"/> BUSI 1307 | Personal Finance | 3 | Sp | Hyb |
| <input type="checkbox"/> MRKG 1311 | Principles of Marketing | 3 | F | Int |
| <input type="checkbox"/> ITSW 1301 | Intro to Word Processing | 3 | F | F2F |
| <input type="checkbox"/> ECON 2301 | Principles of Macroeconomics | 3 | F, Sp | F2F, Int |
| Second Semester | | | | |
| <input type="checkbox"/> MATH 1314 or MATH 1332 | College Algebra or Contemporary Mathematics | 3 | F, W, Sp, Su | F2F, Int, Hyb |
| <input type="checkbox"/> BMGT 1327 | Principles of Management | 3 | F, Sp, Su | F2F, Int |
| <input type="checkbox"/> BUSI 2304 | Business Report Writing & Correspondence | 3 | F, Sp, Su | F2F, Int |
| <input type="checkbox"/> ECON 2302 | Principles of Microeconomics | 3 | F, W, Sp, Su | F2F, Int, Hyb |
| <input type="checkbox"/> XXXX x3xx | Creative Arts Core* | 3 | F, Sp, Su | F2F, Int |
| TOTAL CREDIT HOURS | | 60 | | |

* Choose from ARTS 1301, DRAM 1310, MUSI 1306, or MUSI 1310

Semesters: Fall (F), Winter (W)Spring (Sp), Summer (Su)

Modalities: Face-to-face (F2F), Internet/online (Int), Hybrid (Hyb)

Transfer Opportunities

Bachelors of Applied Arts and Science at most Universities

Marketable Skills

1. Work well on a team
2. Define, explain and interpret technical information
3. Use critical thinking to identify strengths and weakness to determine solutions
4. Identify appropriate information sources
5. Use math to answer questions
6. Schedule/coordinate Operations
7. Use current technology to diagnose and solve problems
8. Use Troubleshooting to determine causes and decide what to do about it
9. Think on your feet

Technical Skills

According to two different management articles read, managers at every level need the following technical skills:

- Computer skills including Office Suite, networking (WiFi, messaging, and e-mail usage)
- Basics statistics (mean, standard deviation)
- Project management including scheduling
- Basic accounting skills including budgeting
- Basic understanding of compliance requirements and industry standards
- Communications skills including presentation, writing and speaking before small groups

Career Opportunities and Salaries

The versatility of a general business degree, which teaches a wide range of applicable skills, will allow students to alter their career path to meet the economy’s needs well into the future. Much like switching career paths to meet the economy’s future twists and turns, a general degree also gives students the educational background they need in order to advance into new roles.

A general business degree might allow a student to find an entry-level accounting job, qualify for a promotion to the operations department, and end up as a CEO by the time their career is finished. The broad background contained in a general business degree will give students the foundations they need to be “cross-promoted” into different roles, department, and office environments. It will also give students more options.

Opportunities, beginning salaries:

Administration, Budget management, Business management, Conflict management, Interpretation of Financial data, Interpretation of Legal Statutes Relevant to Business, Potential Process Improvements, Understanding Financial Statements, Communication Skills, Organizational Skills, Project management, Microsoft Excel, Problem solving, Budgeting and Account Executive - \$46,580 to \$61,000