



General Business
Level 1 Certificate

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"/> ACNT 1303	Intro to Accounting	3	F2F	F2F
<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"/> POFT 1429 or POFT 2303	Keyboard & Document Format or Speed & Accuracy Building	3	F, Sp	F2F
<input type="checkbox"/> PHED xxxx	Physical Activity Course	1	F, W, Sp, Su	F2F, Int, Hyb
<input type="checkbox"/> STSU 0300	Student Success	0	F, W, Sp, Su	F2F, Int, Hyb
Second Semester				
<input type="checkbox"/> ACNT 1304	Intro to Accounting II	3	F, W, Sp, Su	F2F, Int, Hyb
<input type="checkbox"/> ITSW 1304	Introduction to Spreadsheets	3	F, Sp	F2F
<input type="checkbox"/> BUSI 2304	Business Report Writing & Correspondence	3	F, Sp, Su	F2F, Int
<input type="checkbox"/> POFI 1301 or ITSE 1307	Computer Applications I or Intro to C++	3	F, Sp	F2F, Int, Hyb
<input type="checkbox"/> XXXX xxxx	Elective *	3	F, W, Sp, Su	F2F, Int, Hyb
<input type="checkbox"/> ITSW 1301	Intro to Word Processing	3	F,Su	F2F, Int
<input type="checkbox"/> PHED xxxx	Physical Activity Course	1	F, W, Sp, Su	F2F, Int, Hyb
TOTAL CREDIT HOURS		32		

* Choose from ITSC 1301, SPCH 1321, BMGT 1301, POFT 1301, or POFT 1309

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

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

Transfer Opportunities

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. 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:

Communication Skills, Organizational Skills, Project management, Microsoft Excel, Problem solving, and Budgeting - \$37,600 to \$41,000