

Degree: **Associate in Applied Science**  
 Major: **GENERAL BUSINESS (BUS3)**  
 Credit Requirements: 69 semester credit hours

This program prepares students for a career as a prospective member of management. Through training in all phases of organization, management and business procedures, program graduates will be qualified for most positions in business, such as manager-trainee, junior accountant or sales representative. Students may tailor courses to a concentration on marketing or management.

**FIRST SEMESTER (FALL)**

ACC 111	Accounting Concepts	3
BUS 101	Introduction to Business	3
ENG 155	Communications I	3
CPT 170	Microcomputer Applications	3
	<b>TOTAL</b>	<b>12</b>

**SECOND SEMESTER (SPRING)**

ACC 112	Organizational Accounting	3
MKT 101	Marketing	3
ENG 160	Technical Communications	3
MAT 101**	Beginning Algebra	3
MGT101	Principles of Management	3
	<b>TOTAL</b>	<b>15</b>

**THIRD SEMESTER (SUMMER)**

ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
MKT 110	Retailing	3
	<b>TOTAL</b>	<b>12</b>

**FOURTH SEMESTER (FALL)**

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 201	Human Resources Management	3
MKT 135	Customer Service Techniques	3
	Business Electives***	3
	<b>TOTAL</b>	<b>15</b>

**FIFTH SEMESTER (SPRING)**

BAF 260	Financial Management	3
BUS 240	Business Statistics	3
ECO 210	Macroeconomics	
	OR	
ECO 211	Microeconomics	3
MGT150	Fundamentals of Supervision	3
IDS 201	Leadership Development (Humanities elec.)*3	
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>69</b>

\*\*Mathematics: Students who do not meet the math placement score for MAT 101 should take MAT 155 or MAT 032 during the first semester.

\*\*\*Business Electives: The student must complete two business courses to be selected from the following: ACC 125, ACC 150, ACC 201, ACC 202, ACC 230, ACC 240, ACC 245, ACC 291,

ACC 265, BUS 210, BUS 270, CPT 270, ECO 210, ECO 211, MGT 120, MKT 120, MKT 210, MKT 240, MKT 250, AOT 105.

\*Humanities Elective: IDS 201, Leadership Development, is the preferred course. Should IDS 201 not be available, other courses are permissible with specific permission of the student's advisor. Examples include: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101 or SPA 102. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208 or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.