

## General Business

### Associate of Applied Science Degree

Required Courses	Credits
ACTG 101 Accounting Procedures I.....	3
ACTG 102 Accounting Procedures II .....	3
BGEN 105 Introduction to Business .....	3
BGEN 110 Applied Business Leadership.....	3
BGEN 220 Business Ethics and Social Responsibility.....	3
BGEN 235 Business Law .....	3
BGEN 280 Business Planning .....	3
BMGT 210 Small Business Entrepreneurship.....	3
BMGT 230 Business Logistics.....	3
BMGT 235 Management.....	3
BMGT 237 Human Relations in Business.....	3
BMGT 245 Customer Service Management.....	3
BMGT 282 Organizational Training and Development .....	3
BMKT 112 Applied Sales .....	3
BMKT 225 Marketing .....	3
CAPP 120 Introduction to Computers .....	3
CAPP 156 MS Excel .....	3
CAPP 158 MS Access .....	3
COMX 106 Communicating in a Dynamic Workplace.....	3
M 121 College Algebra .....	3*
<b>OR</b>	
M 143 Finite Mathematics.....	4*
<b>OR</b>	
M 105 Contemporary Mathematics .....	3*
WRIT 122 Introduction to Business Writing.....	3
<b>Subtotal.....</b>	<b>63</b>

#### Restricted Elective chosen from the following:

BGEN 294 Seminar.....	3
BMGT 222 Principles of Project Management .....	3
ECNS 201 Principles of Microeconomics .....	3
WRIT 220 Business & Professional Writing.....	3
<b>Total.....</b>	<b>3</b>

**Total minimum credits required for degree..... 66**

\* Students should check with their academic advisor to determine the specific math course that is appropriate for their plan of study.

*Students should check course descriptions for required prerequisites. Math and communication requirements are usually determined by performance on placement tests or transfer credits.*

### Suggested Plan of Study

First Year	Credits
CAPP 120.....	3
CAPP 156.....	3
ACTG 101.....	3
ACTG 102.....	3
BGEN 105.....	3
BGEN 110.....	3
BGEN 235.....	3
BMKT 225.....	3
COMX 106.....	3
WRIT 122.....	3
College Math .....	3

Second Year	Credits
CAPP 158.....	3
BGEN 280.....	3
BGEN 220.....	3
BMGT 210.....	3
BMGT 230.....	3
BMGT 235.....	3
BMGT 237.....	3
BMGT 245.....	3
BMGT 282.....	3
BMKT 112.....	3
Restrictive Elective.....	3