

Student ID: _____
Student Name: _____
Adviser Name: _____

General Catalog: College Catalog 2019-2020
Program: Business, A.A.S.
Minimum Credits Required: _____

Business, A.A.S.

Total degree hours: 60

While the Business Certificates offers curriculum that integrates business and information technology, the flexible AAS in Business allows students to expand both their knowledge and career opportunities. By the end of the program students are prepared for line supervisory roles in office settings and can effectively communicate through data entry, PowerPoint presentations, word processing, and desktop publishing. Students will also demonstrate posting/billing skills.

While the Desktop Publishing/Business Graphics and Business Certificates offer curricula which integrate business and information technology, the flexible AAS in Business allows students to expand both their knowledge and career opportunities. By the end of the program students are prepared for line supervisory roles in office settings and can effectively communicate through data entry, PowerPoint presentations, word processing, and desktop publishing. Students will also demonstrate posting/billing skills. (catalog)

Program graduates will be able to:

1. Professionally communicate both verbally and in writing, using various acceptable techniques to transfer information.
2. Demonstrate a working knowledge of effective management techniques acceptable to business standards.
3. Discuss and apply knowledge of the U.S. Constitution and the Bill of Rights and lawful business practices (including ethics and social responsibility).
4. Demonstrate the ability to construct effective marketing plans and professional business plans.
5. Design effective advertising campaigns and sales strategies as they apply to professional business standards.
6. Identify and recognize current events as they apply to modern economic trends and analyze potential business opportunities.
7. Discuss, interpret and employ various Macroeconomic and Microeconomic concepts as they apply personally, locally, and globally.
8. Employ and operate various accounting concepts effectively while maintaining standards acceptable in the modern professional business environment.
9. Transition into a variety of four-year (Bachelor's) degree programs.
10. Demonstrate mathematical skills relevant to basic business logic and professional environments.

General Education: (16 credits)

Written Communication: (3 credits)

Course Name	Credits:	Term Taken	Grade	Gen Ed
ENG 121 - English Composition I: GT-CO1	Credits: 3(3-0)			

Oral Communication: (3 credits)

Course Name	Credits:	Term Taken	Grade	Gen Ed
COM 115 - Public Speaking	Credits: 3(3-0)			

Mathematics: (4 credits)

Course Name	Credits:	Term Taken	Grade	Gen Ed
MAT 120 - Mathematics for the Liberal Arts: GT-MA1	Credits: 4(4-0)			

Social & Behavioral Sciences: (6 credits)

Course Name	Credits:	Term Taken	Grade	Gen Ed
ECO 201 - Principles of Macroeconomics: GT-SS1	Credits: 3(3-0)			
OR				
ECO 202 - Principles of Microeconomics: GT-SS1	Credits: 3(3-0)			
PHI 205 - Business Ethics: GT-AH3	Credits:			

Other gtPathways (GT) courses are available through CCCOnline

Required Courses: (25 credits)

Course Name	Credits:	Term Taken	Grade	Gen Ed
ACC 121 - Accounting Principles I	Credits: 4(3-1)			
ACC 122 - Accounting Principles II	Credits: 4(3-1)			
OR				
BUS 116 - Personal Finance	Credits: 3(3-0)			
BUS 115 - Introduction to Business	Credits: 3(3-0)			
BUS 216 - Legal Environment of Business	Credits: 3(3-0)			

BUS 217 - Business Communication and Report Writing	Credits: 3(3-0)			
CIS 118 - Introduction to PC Applications	Credits: 3(2-1)			
MAN 224 - Leadership	Credits: 3 (3-0)			
OR				
MAN 226 - Principles of Management	Credits: 3(3-0)			
MAN 241 - Project Management in Organizations	Credits: 3(3-0)			

Electives: (19 credits)

Select from the following:

Course Name	Credits:	Term Taken	Grade	Gen Ed
BUS 116 - Personal Finance	Credits: 3(3-0)			
CIS 259 - Microsoft Office Specialist Certification Preparation: Expert Excel	Credits: 1 (1-0)			
MAR 155 - Social Media for Marketing in Business	Credits:			
MAR 216 - Principles of Marketing	Credits: 3(3-0)			
MGD 164 - Digital Video Editing I	Credits: 3 (3-0)			
PHO 208 - Digital Photography Studio	Credits: 3(1-2)			
ART 149 - Mixed Media I: Digital Art	Credits: (3-0)			
MGD 111 - Adobe Photoshop I	Credits: 3 (3-0)			
MGD 141 - Web Design I	Credits: 3 (3-0)			
ART 131 - Visual Concepts 2-D Design	Credits: 3(1-2)			
ACC 125 - Computerized Accounting	Credits: 3(3-0)			

Notes: