



DEGREE MAP

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites, and presumes a fall start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

Program Name: General Business-Certificate

Location(s) Offered:

Sierra Vista Campus

Learning Outcomes: *Students who successfully complete this program will be able to do the following:*

1. Demonstrate the ability to apply practical math skills used in business situations which include addition, subtraction, multiplication, division, fractions, and percentages.
2. Explain the process of maintaining proper accounting records for a business and demonstrate the skills required to maintain such records.
3. Define the environments in which a business operates in local and global markets, including technology influences.
4. Examine the importance of ethical behavior and social responsibility in a business environment.

Course or program prerequisite(s) not included in the degree:

BUS 167 Business Communications requires CIS 116 Computer Essentials and placement in ENG 101 Composition.

Program Reviewed: Feb 22, 2016

Key:

IW=Intensive Writing
F2F=Face-to-Face Instruction
ITV=Instructional Television
VC=Virtual Campus/Online

<i>Requirements</i>	<i>Course(s) Recommended</i>	<i>Delivery Method</i>	<i>Credits</i>
<i>First Semester (Fall):</i>			
Core Curriculum	BUS 104 Business Math	F2F,VC	3
Core Curriculum	BUS 109 Survey of Business	ITV,VC	3
Core Curriculum	BUS 146 Introduction to Accounting	F2F,VC	3
Core Curriculum	CIS 116 or CIS 120 or Department Approved Elective*	F2F,VC	3
<i>Second Semester (Spring):</i>			
Core Curriculum	BUS 167 Business Communications	ITV,VC	3
Core Curriculum	BUS 183 Starting a Business	ITV	3
<i>Third Semester (Fall):</i>			
<i>Fourth Semester (Spring):</i>			

Total credits required: 18

Notes:
 *Students may want to select CIS 116 Computer Essentials to satisfy part of the prerequisite for BUS 167 Business Communications.