

General Business AAS – 502D
Requirements Effective Winter 2014
Program Planning Guide

Program Description: The General Business associate degree program enables students to acquire a foundation in the basics of accounting, management, marketing, business communication, business law and finance. Students learn to apply diverse skills such as critical thinking, organization, problem-solving and professionalism to the business world. Through exploration and analysis of relevant business models, students explore ways of solving problems that commonly arise in business settings from small businesses to the corporate arena.

Note: Students wishing to transfer to an applied baccalaureate degree should consider the General Business AAS-T program.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this degree with pre-requisites are marked with an asterisk (*). See catalog for more information.

General Business AAS Prerequisites: None for program. Some individual courses have prerequisites (marked with *).

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement. Please consult a college advisor and/or the program coordinator.

Program:

Program Requirements		
Course Number	General Education/Related Instruction Requirements (25 credits)	Credit Hours
BUS 230 *	Business Communications (See Note 1)	5
BUS 210 *	Business and Economic Statistics	5
BUS 236	Interpersonal Communications for the Work Place	5
	General Education Courses (See Note 2)	10
Degree Requirements (65 credits)		
ACCT&201 *	Principles of Accounting I -Financial	5
ACCT&202 *	Principles of Accounting II -Financial	5
BUS&101	Introduction to Business	5
BUS 112	Multicultural Issues in the American Workplace (See Note 3)	5
BUS 114 *	Introduction to Marketing (See Note 1)	5
BUS 169 or 171 *	Using Computers in Business <i>or</i> Information Technology II	5
BUS&201	Business Law	5
	Business Electives - Pathway	8 - 10
	Business Electives - General	20 - 22
Total Credits: (excluding pre-requisites)		90

Notes:

1. Must complete BUS131 -or- be eligible for English 101 via English Placement Exam or completion of ENGL 097/098.
2. Five credits must be selected from an approved list of US Culture or Global Studies courses. Other 5 credits must be from General Education Areas of Knowledge (VLPA, ICS, or Nat World).
3. Students completing the Communications, Business and Media Certificate may substitute CMST205 for BUS112.

Related Courses and Instruction: (See Note 4 below)

Course Number	Approved Business Electives - Pathway	Credit Hours
ACCT&203 *	Principles of Accounting III –Managerial	5
BUS 118 *	Introduction to Project Management	5
BUS 151 or 154	Introduction to Entrepreneurship or Exploring Entrepreneurship (See Note 5)	3 or 5
BUS 186 *	Sustainable Business	5
BUS 205	Human Resource Management	5
BUS 215 *	Introduction to International Business	5
ECON&201 *	Principles of Economics - Microeconomics	5
RES 100	Real Estate Fundamentals	5
Total Credits: (excluding pre-requisites)		8 or 10
Approved Business Electives - General		
ACCT 131	QuickBooks	5
ACCT&203 *	Principles of Accounting III –Managerial	5
ACCT 261	Accounting Information Systems	5
BUS	Any additional course(s) with a BUS designation (See Note 6)	Varies
CMST	Any CMST designated courses in the CB&M Certificate (See Note 7)	Varies
ECON&201 *	Principles of Economics - Microeconomics	5
ECON&202 *	Principles of Economics - Macroeconomics	5
ENVS 160 *	Introduction to Sustainability	5
RES 100	Real Estate Fundamentals	5
RES 202 or RES 203	Multi-Family Property Management or Property Management-Commercial	3
Total Credits: (excluding pre-requisites)		20 or 22

Notes:

4. Electives must include a minimum of 15 credits with a BUS designation (except students with CB&M Certificate).
5. You may take BUS151 or BUS154, but not both. Only one will apply towards the degree.
6. Elective BUS courses must be numbered 100 or above and not listed in Degree Requirements. May include BUS courses from Approved Business Electives – Pathway. Some courses have prerequisites; check course catalogue.
7. Only students completing the Communications, Business and Media (CB&M) Certificate may apply CMST courses. Some courses have prerequisites; check course catalogue.

Program Outcomes:

- Perform entry-level work to journalize, post transactions, and prepare financial statements.
- Use financial statements to make business decisions
- Make management decisions related to personnel
- Use marketing information to enhance business decisions.
- Evaluate local, national, and international trends in business
- Communicate effectively in oral and written forms in a business environment
- Collaborate with others in ways that contribute to the organization’s goals.
- Make effective use of human differences to create positive relationships with co-workers and the public.
- Use current and emerging technologies to solve workplace problems through presentation, research, analysis, and synthesis.
- Practice within the legal and ethical frameworks of business.

What Skills do I need to be successful in this field?

- <http://www.onetonline.org/Business, Management & Administration>

What are some potential job titles?

- Business Manager
- Customer Service Manager
- Financial Management
- Marketing Coordinator
- Operations Management
- Project Manager
- Sales Manager

Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/43-3031.00#WagesEmployment>

Suggested electives based on interest or career pathway:

Finance

ACCT. -	Principals of ACCT. - Managerial
ECON 201	Principals of Economics - Micro
BUS ... #	Business Finance
BUS 124	Excel for Business

Sustainability

BUS 186	Sustainable Business
SUST 101	Introduction To Sustainability
BUS xxx**	Systems Thinking

International Business

BUS215	Intro To International Business
BUS 245	Global Marketing
BUS ... #	Import/Export Fundamentals
BUS 156	Introduction to e-Business

Marketing/Economics

ECON 201	Principles of Economics - Micro
ECON 202	Principles of Economics - Macro
BUS 245	Global Marketing

Systems Management

ACCT 261	ACCT Info Systems
BUS 118	Intro to Project Mgmt.
BUS ... #	Systems Thinking

Entrepreneurship

ACCT 203	Principals of ACCT – Managerial
ACCT 131	QuickBooks
BUS 151 or 154	Intro to Entrepreneurship
BUS 152	Entrepreneurship: Marketing...
BUS 153	Entrepreneurship: Planning...

Management/Supervision

ACCT 203	Fund of Managerial Accounting
BUS 140	Customer Relations
BUS 119	Leadership & Team Skills
BUS 205	Human Resources Mgmt.

Project Management

BUS 118	Intro to Project Management
BUS 119	Leadership & Mgmt. Skills
BUS 229	Project Mgmt. Tools

Real Estate Management

RES 100	Real Estate Fundamentals
RES 202 or 203	Real Estate Management
ACCT 131	QuickBooks
BUS 119	Leadership & Mgmt. Skills

Communications & Media

CMST 115 or 220
CMST 195 or 235
CMST 255 or 275
CMST 245 or 265
CMST 295

Notes: # BUS ... courses are under development

Program Coordinator: William (Bill) Holt (206) 934-4523 william.holt@seattlecolleges.edu

NSC Advising Office (206) 934-3658 <https://northseattle.edu/advising>

Program Website: <https://northseattle.edu/programs/general-business>

Revised: W Holt 10/17/13

For more information about our graduation rates, the median debt of students who have completed these program, and other important information, please visit our website at <https://northseattle.edu/about-north/gainful-employment-information>.