

General Business

30 unit certificate • 60 unit degree

General Business is for individuals who want to have a wide array of opportunities and a general knowledge of business operations.

Required Courses (to earn certificate)

ACC-1A Principles of Accounting, I (3 units)*

Advisory: BUS-20

Introduction to accounting principles and practice.

BUS-10 Introduction to Business (3 units)*

Scope, function, and organization of contemporary business.

BUS-18A Business Law I (3 units)*

The social and practical basis of the law.

BUS-20 Business Mathematics (3 units)*

Introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations.

BUS-22 Management Communications (3 units)*

Advisory: CAT-30

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing and resume writing.

OR

BUS-24 Business Communications (3 units)*

Prerequisite: ENG-1A or 1AH

Examines the dynamics of organizational communication including a cross cultural emphasis.

CIS-1A Introduction to Computer Information Systems (3 units)*

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components.

OR

BUS/CIS/CAT-3 Computer Applications for Business (3 units)*

Examination of information systems and their role in business.

Plus, an additional 12 units from the following courses:

ACC-1B Principles of Accounting II (3 units)* or ACC-38 Managerial Accounting (3 units)*, BUS-18B Business Law II (3 units)*, BUS-40 International Business-Principles (3 units)*, BUS/MAG-47 Applied Business & Management Ethics (3 units)*, BUS-80 Principles of Logistics (3 units)*, BUS-200 Business Administration Work Experience (1-4 units)*, MAG-51 Elements of Supervision (3 units), MAG-53 Human Relations (3 units), MKT-20 Principles of Marketing (3 units)*

Some of these courses have prerequisites or advisories. Refer to College Catalog for more information.

*This class transfers toward one or more CSUSB or CalPoly majors. Visit www.assist.org or the Counseling office for details.

