

# BUSINESS – GENERAL ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT



The Business-General curriculum is designed to develop and foster those skills and understandings which can be utilized for employment in an increasingly challenging business environment. This major will provide the student with a broad preparation for a career in business. Business courses are included which will provide a solid background for future promotion in a chosen occupational area. This program is designed for students who do not plan to transfer to a four-year college or university.

## Career Opportunities

<https://www.grossmont.edu/student-support/career-center/resources.php>

Administrative Assistant  
Bookkeeper  
Budget Consultant<sup>1</sup>  
Buyer  
Conciliator<sup>2</sup>  
Credit Analyst<sup>1</sup>  
Employment Interviewer  
Hospital Administrator<sup>1</sup>  
Sales Agent<sup>2</sup>  
Trust Officer<sup>1</sup>

<sup>1</sup> Bachelor's Degree or higher required.

<sup>2</sup> Bachelor Degree normally recommended.

The Program-level Student Learning Outcomes (PSLOs) below are outcomes that students will achieve after completing specific degree / certificate requirements in this program. Students will:

1. Demonstrate In-depth knowledge and understanding of fundamental business concepts.
2. Demonstrate the ability to identify, apply, and integrate functional business knowledge to solve problems in practical business situations involving accounting, law, and general business.
3. Demonstrate effective written and oral skills in these areas.
4. Demonstrate the ability to identify and resolve moral and ethical business issues.

## Associate Degree Major Requirements

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

Code	Title	Units
BUS-109	Elementary Accounting	3-4
or BUS-120	Financial Accounting	

BUS-110	Introduction to Business	3
BUS-115	Human Relations in Business	3
BUS-125	Business Law: Legal Environment of Business	3
BUS-128 or BOT-110	Business Communication Business English and Communication	3
BUS-146	Marketing	3
BUS-152	Business Mathematics	2
BUS-195	Principles of Money Management for Success	3
BOT-172	Introduction to Microcomputer Applications	2
ECON-120	Principles of Macroeconomics	3

**Total Units** **28-29**

Plus General Education (<https://catalog.gcccd.edu/grossmont/admission-information/general-education-transfer/>) and Elective Requirements

## Certificate of Achievement

Any student who chooses to complete only the courses required for the above major qualifies for a Certificate of Achievement in Business-General. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.