Business - General Business Option

Associate in Applied Science

Minimum of 61 credit hours

This degree option gives you the opportunity to customize a degree plan for a specific job opportunity. A faculty advisor in the Business Division can help you create a plan to meet your needs.

Course Sequence

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Course Grouping

Major Courses: (24 credit hours) Accounting: (C)ACCT 2113; Business: (C)BUS 1013; (C)BUS 2033; (C)BUS 2473; Economics: (C)ECON 2123; Electives: (C) 9 credit hours of Faculty Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2203, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

General Education Courses: (18 credit hours) Business: BUS 2043; English: ENGL 1113 and one of the following: ENGL 1213; ENGL 1233; COM 1123; COM 2213; History: HIST 1483 or HIST 1493; Political Science: POLSC 1113; Electives: 3 credit hours Faculty Approved General Education Electives

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (18 hours) Electives: (C) 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

(C) - A grade of “C” or higher must be achieved.

Program Notes

Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
Degree Program Course Descriptions

ACCT 2113 - Accounting I/Financial
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits Students will demonstrate an understanding of basic accounting concepts, theories, and procedures and their effects on the financial reporting and analysis of a business.

BUS 1013 - Introduction to Business
Prerequisites: MATH 0103 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will become familiar with the economic and social setting of business in the world and the structure of business and management of human and fiscal resources. The student will be able to demonstrate an understanding of these concepts as they are related to American business operations and public policy.

BUS 2033 - Business Communication
Prerequisites: ENGL 1113 or by evaluation. Criteria for evaluation is in division office.
3 Credits Business Communication is a survey course of communication skills needed in the business environment. Course content includes business writing such as e-mail, memos, letters, reports, employment communication, and other types of digital media; delivering oral presentations; and developing interpersonal soft skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. This course satisfies the computer proficiency requirement.

BUS 2043 - Business Ethics
Prerequisites: ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits Student will explore standards of honesty and honorable human conduct in the world of business, focusing on how people's plans and intentions affect others.

BUS 2473 - Business Spreadsheet Applications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures; MATH 0203, or adequate math placement.
3 Credits The student will develop ten-key by touch skills. Students will format spreadsheets using effective design principles, enter common spreadsheet formulas and functions, sort data, and use graphic/chart features to solve business problems. Appropriate industry standard spreadsheet software programs will be used. This course satisfies the computer proficiency requirement.

BUS MAJ ELEC - Business (general option) Major Electives
9 Credits 9 credit hours of Faculty Pre-Approved Major Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 2003, BUS 2073, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493 or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

BUS SUPP ELEC - Business (general option) Support Electives
18 Credits 18 credit hours of Faculty Pre-Approved Electives: ACCT 2003, ACCT 2123, ACCT 2403, BUS 1113, BUS 1713, BUS 2313, BF 1303, BUS 1323, BUS 1083, BUS 2003, BUS 2073, CS 1103, ECON 2023, FIN 1013, FIN 2023, FIN 2503, MGMT 1533, MGMT 2003, MGMT 2013, MGMT 2023, MGMT 2053, MATH 2013, MKT 2043, BUS 2493, SPAN 1115, SPAN 1013, or any other ACCT, BUS, ECON, FIN, MGMT, MKT course.

COM 1123 - Interpersonal Communications
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits The student will be able to identify why certain things happen as they do when two or more individuals come together to communicate for a specific purpose. The student must attest to his or her ability to understand the principles of interpersonal communication with emphasis on dyads, small groups, analysis of communication models and nonverbal communication, applying understanding to the major types of interpersonal communication problems in the work environment and in daily human relations.

COM 2213 - Intro to Public Speaking
Prerequisites: ENGL 0106 or adequate placement score.
3 Credits Given the principles of effective listening and speaking, the student will assimilate those skills into his or her physical and psychological worlds. After being exposed to public, business and professional speaking, the student will apply the principles of invention, organization, style, and delivery through practical exercises and will use the principles of rhetorical criticism in discussing speeches delivered in class.

ECON 2123 - Principles of Microeconomics
Prerequisites: MATH 0313 or adequate math placement and ENGL 0203 or adequate placement score, or by meeting determined placement measures.
3 Credits The student will apply microeconomic theories in analyzing concepts by which business maximizes profit, consumers maximize satisfaction, government allocates goods and services, and international trade affects the domestic economy.

ENGL 1113 - English Composition I
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures.
3 Credits The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

ENGL 1213 - English Composition II
Prerequisites: ENGL 1103 or ENGL 1113 taken within the last year, with strong encouragement for immediate continuation.
3 Credits In this advanced writing course, students will create essays that explore and evaluate a variety of issues and perspectives suggested by fiction, poetry, drama, essays, and other types of cultural texts. Students will refine and augment the writing techniques they learned in ENGL 1113 or ENGL 1103 to develop well-reasoned, well-structured arguments in a clear, fluid, and engaging prose style.

ENGL 2323 - Technical Writing for the Workplace
Prerequisites: ENGL 1113 or ENGL 1103; MATH 0203 College Prep Math II or adequate Math Placement Test Score.
3 Credits This course will expose students to technical communication and will allow students to practice professional methods of writing in the workplace. In addition to constructing technical documents appropriate for use in professional and job-related environments, students will learn about rhetorical methods for presenting technical information in ethical and formal prose designed for clear and effective communication with employers and colleagues. This course will equip the student with written and oral communication skills necessary for sharing information and discussing content in professional settings; developing an awareness of technical genres; utilizing technological...
platforms for constructing documents; using visuals and graphics professionally; writing professional correspondence; constructing reports; designing project proposals; and composing instructions. This course satisfies the computer proficiency requirement.

**GEN ED - Gen Ed Elective**
3 Credits  General Education elective

**HIST 1483 - U.S. History to 1877**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student’s search for change, precedents, and conflict in the American past. A general education requirement.

**POLSC 1113 - American Federal Government**
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures
3 Credits  A study of the principles, structure, processes and functions of the United States federal government.

**SCL 1001 - Success in College and Life**
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores
1 Credit  Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. This course should be taken during a student’s first semester of college work at Oklahoma City Community College and is a required course in degree plans to satisfy the Life Skills requirement.