

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.

General Business

Tuition \$46/unit • Duration of Study: 16 months

An AS Degree in Business Administration with a concentration in General Business will be awarded upon completion of the required courses (30 units) plus the General Education requirements. Please refer to College Catalog or visit the Counseling Center.

Job & Wage Information

- General and Operations Managers
Wage Range*: \$33.10-\$69.87
9% increase in employment expected in CA 2019-2029; 27,400 openings annually
More info: <http://bit.ly/GenMgrNC>
- Office Manager
Wage Range*: \$20.21-39.97
2% increase in employment expected in CA 2019-2029; 19,180 openings annually
More info: <http://bit.ly/OfficeCoordinatorNC>
- Account Manager/Sales Representatives
Wage Range*: \$20.21-39.97
4% increase in employment expected in CA 2019-2029; 17,760 openings annually
More info: <http://bit.ly/AcctMgrNC>

*2020, Riverside/Ontario/San Bernardino Metro Area

What type of interests might be a good fit for this career choice?



Enterprising

People who like to influence, persuade, lead and manage. Enjoys leadership positions and broad responsibilities.

For more information on careers that fit this category of interests, visit the Career Center in the Center for Student Success.

What's Your School?



SCHOOL OF
Business &
Management

Visit www.norcocollege.edu/business for more information about this program.