

## 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](http://www.assist.org) or the Counseling office for details.*

## General Business

Tuition \$1,380 • 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\*: \$24.77- over \$100.00  
12% increase in employment expected in CA 2016-2026; 25,860 openings annually  
More info: <http://bit.ly/GenMgrNC>
- Office Coordinator  
Wage Range\*: \$16.83-41.25  
6% increase in employment expected in CA 2016-2026; 18,600 openings annually  
More info: <http://bit.ly/OfficeCoordinatorNC>
- Account Manager/Sales Representatives  
Wage Range\*: \$14.16-53.89  
10% increase in employment expected in CA 2016-2026; 7,100 openings annually  
More info: <http://bit.ly/AcctMgrNC>

\*2018, 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?

NORCO COLLEGE  
SCHOOL OF  
**Business &  
Management**

Visit [www.norcollege.edu/business](http://www.norcollege.edu/business) for more information about this program.  
View gainful employment information at: [www.norcollege.edu/academicaffairs/cte](http://www.norcollege.edu/academicaffairs/cte)