

Associate In Applied Science —General Business

This program offers students the opportunity to improve their knowledge of practices, procedures, and skills common to all business occupations. It is intended for students who do not wish to select a specialized program. Students can adapt the program to individual needs and interests by selecting appropriate courses.

You must

- Complete all the **Occupational Specialty** courses following;
- Complete 6 to 10 credits each from **two of the subject areas** following;
- Consider the **Recommended Electives** following;
- fulfill the **General Education Graduation Requirements** listed on pages 7, 8 and 9 of this booklet;
- and complete **electives** (choose from the list beginning on page 23) for the required total of credit hours.

To receive an associate degree, you must complete a total of 62 credit hours, with at least 30 of the last 45 credits from Mott, and with a cumulative grade point average of at least 2.0. Credit hours (cr) and contact hours (ct) are not necessarily the same.

Occupational Specialty (22 Credits Required):

		Credit Hours, Contact Hours
BUSN 104	Introduction to Business*, <i>Video</i>	3 cr, 3 ct
BUSN 106	Business Math, <i>Multimedia</i>	3 cr, 3 ct
BUSN 251	Business Law*, <i>Video</i>	3 cr, 3 ct
BUSN 255	Principles of Marketing,* <i>Video</i>	3 cr, 3 ct
COMI 160	Introduction to Computer Info Systems*, <i>Multimedia</i>	3 cr, 3 ct
ECON 221	Principles of Economics (Macro)*, <i>Online (SOC)</i>	4 cr, 4 ct
MGMT 181	Principles of Management*, <i>Video</i>	3 cr, 3 ct

Select two of the following subject areas: (6-10 credits required for each subject area chosen)

Administrative Assistant

BUSN 121	Windows Desktop**, <i>Online</i>	2 cr, 2 ct
BUSN 206	Business Communications, <i>Online</i>	3 cr, 3 ct
BUSN 130	Microsoft Access**, <i>Online</i>	2 cr, 2 ct
BUSN 180	Microsoft Excel**, <i>Online</i>	2 cr, 2 ct
BUSN 190	Microsoft Word**, <i>Online</i>	3 cr, 3 ct
OISY 101	Keyboarding I*, <i>Online</i>	2 cr, 2 ct
OISY 107	Office Applications*, <i>Online</i>	4 cr, 4 ct
OISY 136	Notetaking, <i>Online</i>	3 cr, 3 ct

See Course Schedule for pre/corequisite(s) for courses

*Visits to Flint Main Campus are required

**Requires student access to specific equipment (camcorder, computer software or other technical equipment). See schedule booklet or call for information.

↑ Course under development or is being considered for development

Business Health Services Management

BHSR 110	Medical Reporting, <i>Online</i>	4 cr, 4 ct
BHSR 115	Medical Practice Terminology, <i>Online</i>	3 cr, 3 ct

Management

MGMT 183	Small Business Management*, <i>Video (WAC)</i>	3 cr, 3 ct
MGMT 283	Human Resources and Motivation, <i>Online</i>	3 cr, 3 ct
MGMT 284	Labor Relations for the Supervisor*, <i>Multimedia</i>	3 cr, 3 ct

Marketing

BUSN 108	Business Salesmanship*, <i>Video</i>	3 cr, 3 ct
BUSN 253	Advertising**, <i>Video</i>	3 cr, 3 ct
MKT. 151	Retail Management, <i>Online</i>	3 cr, 3 ct
MKT. 251	Management of Marketing Techniques, <i>Online</i>	4 cr, 4 ct

Recommended Electives

BUSN 206	Business Communications, <i>Online</i>	3 cr, 3 ct
ECON 125	Personal Money Management*, <i>On-Line (SOC)</i>	4 cr, 4 ct
ECON 222	Principles of Economics (Micro)*, <i>Online (SOC)</i>	4 cr, 4 ct
PSYC 281	General Psychology*, <i>Online (SMC, SOC)</i>	3 cr, 3 ct
PSYC 282	Social Psychology*, <i>Online (MES, SOC, SMC, WAC)</i>	3 cr, 3 ct
SOCY 191	Introductory Sociology*, <i>Video (SOC)</i>	3 cr, 3 ct

SUBTOTAL

34-43 cr, 34-43 ct

General Education credits totaling 19-44 cr, 23-48 ct.

Additional credits to bring total to a minimum of 62 credits: See the web for a listing of electives available through Distance Learning.

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Note: This outline of courses does not fulfill the requirements for the first two years of a four-year Business Administration major. Students planning to transfer to another college to complete a four-year degree program should consult the Business Administration guide of the four-year college for specific requirements.

Consult a Counselor or your Advisor regarding possible special transfer agreements (2+2).