The overall mission of Great Basin College is supported by the Business Department’s offering of two main tracks of study. For students who are interested in developing skills that can be immediately applied in the workplace, the Business Department offers five Certificates of Achievement, the Associate of Applied Science degree in Business Administration, and the Bachelor of Applied Science degree in Management in Technology Emphasis (name change to Management and Supervision pending). Each of the Certificate programs is designed to be the first year of coursework for the Associate degree, and the Associate degrees are the first two years of coursework for the Bachelor of Applied Science degree. These applied science programs are depicted in the table to the right.

An alternative track is for students with sights on a traditional bachelor’s degree in Business Administration or a more focused baccalaureate degree in one of the sub-disciplines of accounting, economics, finance, management, or marketing. These students will want to pursue the Business Pattern of Study within the Associate of Arts degree described on page 95 of the catalog. Such a degree is designed to constitute the first two years of study in which the student will transfer to a four-year college or university where the remaining two-years of study will be completed. This pattern of study focuses on a broad background in the arts and sciences with an introduction to the core disciplines of accounting and economics during the first two years of study. In addition to using the Associate of Arts degree as a transfer degree, it can also be used as a stepping stone to the increasing number of bachelor’s degrees at GBC as well.

*Name change to Management and Supervision pending.
Certificate of Achievement — Accounting Technician

Student Learning Outcomes
Graduates of this certificate program will have the knowledge and skills to:

• Recognize the importance of financial information as a key ingredient in effective and ethical business decision making.
• Differentiate between the major financial statements with respect to their content and use.
• Utilize journals and ledgers in tracking the financial activity of a business enterprise.

As accounting technicians, students will be trained as financial assistants and equipped with the necessary skills to be employable in a variety of offices, large or small.

General Education Requirements  Credits
INT  100  GBC Orientation.................................0.5
BUS  110  Human Relations for Employment,
HMS  200  Human Relations,
MGT  283  Introduction to Human Resource
        Management, or
PSY  208  Psychology of Human Relations.........3
ENG  100  Composition-Enhanced, or
ENG  101  Composition I, or
ENG  107  Technical Communications I ..........3
ENG  102  Composition II, or
ENG  108  Technical Communications II, or
COM  101  Oral Communication......................3
MATH 120, 126 or higher
MATH 126 (preferred).................................3

Program Requirements  Credits
ACC  201  Financial Accounting......................3
ACC  202  Managerial Accounting.....................3
ACC  220  Microcomputer Accounting
        Systems........................................3
BUS  101  Introduction to Business, or
MGT  103  Introduction to Small Business
        Management...............................3
ECON 102  Principles of Microeconomics or
BUS  273  Business Law I..........................3
ECON 104  Current Economic Issues or
FIN  101  Personal Finance.........................3

SUGGESTED COURSE SEQUENCE
Certificate of Achievement—
Accounting Technician

FALL—1st Semester  Credits
INT  100 0.5
ACC  201 3
BUS  101 or MGT 103 3
ENG  100 or 101, or ENG 107 3
FIN  101 or ECON 104 3
MGT  283 3
TOTAL 15.5

SPRING—2nd Semester  Credits
ACC  202 3
ACC  220 3
ECON 102 or BUS 273 3
ENG  102 or ENG 108 or COM 101 3
MATH 126 3
TOTAL 15

Refer to page 82 Minimum Credits: 30.5