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 — General Business

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

- Effectively apply appropriate human relations skills in employment situations.
- Determine the wants and needs of customers, and understand how to take action to fill those needs.
- Recognize the importance of ethical perspectives in business decision making.

This certificate of achievement is the first step toward award of the AAS degree in Business Administration.

General Education Requirements Credits
INT 100 GBC Orientation................................. 0.5
BUS 110 Human Relations for Employment, or
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
Accounting, Business, Economics, Finance, Management, or Marketing Electives.......................... 15

General Electives .................................................... 3

SUGGESTED COURSE SEQUENCE
Certificate of Achievement—
General Business

FALL—1st Semester Credits
INT 100..................................................... 0.5
ENG 100 or 101, or ENG 107.................. 3
MGT 283................................................. 3
BUSINESS ELECTIVE*.............................. 9
TOTAL............................................. 15.5

SPRING—2nd Semester Credits
ENG 102 or ENG 108, or COM 101............ 3
MATH 126........................................... 3
BUSINESS ELECTIVE*.............................. 6
ELECTIVE........................................... 3
TOTAL............................................. 15

*Select with advisor. Minimum Credits: 30.5
Refer to page 82