

GENERAL BUSINESS

ASSOCIATE OF APPLIED SCIENCE DEGREE

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Students completing this two-year General Business program will obtain an Associate of Applied Science degree. This degree is for students preparing for employment in various business areas including supervisory and management roles. Students wanting to pursue a bachelor's degree in business should follow the Business Administration field of study in the academic program section of the *General Catalog*. **Tech-Prep program.**

Semester I			Hours
ACNT 1403	Introduction to Accounting I	<u>OR</u>	4
ACCT 2401	Accounting Principles I (Financial) +		
BCIS 1305	Business Computer Applications		3
BUSI 1301	Business Principles		3
POFT 1301	Business English		3
POFT 1429	Beginning Keyboarding ++	<u>OR</u>	4
POFT 2401	Intermediate Keyboarding		—
	Total		17
 Semester II			
ACNT 1404	Introduction to Accounting II	<u>OR</u>	4
ACCT 2402	Accounting Principles II (Managerial) +++		
BUSI 2301	Business Law		3
POFI 2401	Word Processing ++++		4
POFT 1421	Business Math		4
Elective	Academic Education: Humanities/Fine Arts		3
	Total		18
 Semester III			
BMGT 1301	Supervision		3
ECON 2301	Principles of Macroeconomics		3
POFI 1449	Spreadsheets		4
SPCH 1321	Business and Professional Speaking	<u>OR</u> SPCH 1315	3
Elective	Academic Education: Social/Behavioral Science		3
	Total		16
 Semester IV			
BUSI 1307	Personal Finance		3
ITSW 1407	Introduction to Database		4
MRKG 1311	Principles of Marketing		3
POFT 2312 *	Business Correspondence & Communication		3
Elective	Academic Education: Natural Science/Math		3
	Total		16
	 TOTAL HOURS		 67

+ Students wanting to transfer this course to a four-year university should take ACCT 2401.

++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.

+++ Students wanting to transfer this course to a four-year university should take ACCT 2402.

++++ Prerequisite: POFT 1429, POFT 2401 or word processing experience and approval of instructor.

* Capstone Learning Experience.