

## College of Business and Technology

# DEPARTMENT OF GENERAL BUSINESS

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- General Business

Concentration in Economics

Concentration in Business Technology

Concentration in General Business

Concentration in International Business

- Office Administration

### Objectives

The Department of General Business offers a Bachelor of Arts degree in General Business with concentrations in Economics, Business Technology, General Business, and International Business. The Department also offers a two-year Associate of Arts degree program in Office Administration. Its objectives are:

1. To provide students with a basic knowledge and understanding of business;
2. To prepare students to perform in various capacities in business organizations; and
3. To provide majors with several concentrations such as Economics, Business Technology, General Business, and International Business.
4. Its Business Research Center has explicit responsibilities to serve the area business community by disseminating information on local economic and business conditions; undertaking contracted research, and performing services for the community commensurate with resources.

### Major in General Business

In addition to fulfilling general education core requirements, students must complete 54 hours in Business including the prescribed courses in one of the concentration areas. The major in General Business leads to the degree of Bachelor of Arts.

### Minor in Economics

Students from other departments of the University may minor in Economics. The Economics minor consists of ECON 201, 202, 401, 402, and six (6) hours of junior or senior level Economics electives. Students minoring in Economics are required to obtain the approval of the Department Head.

## Minor in Business Technology

Students from other departments may minor in Business Technology by obtaining the approval of the Head of the Department of General Business and completing the following 18 hours in business technology courses: GBBT 124, 131, 210, 234, 253, and 351.

## Curriculum in General Business

### Leading to the Degree of Bachelor of Arts

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#### FIRST YEAR

<b>First Semester</b>	<b>S.H.</b>	<b>Second Semester</b>	<b>S.H.</b>
English 101	3	English 102	3
Biological Science	3	Physical Science	3
Mathematics 161	3	Mathematics 163	3
Communications 211	3	History 201 or 202	3
Soc. 101 or Psyc. 101	3	VA, Mus, Dnc, Theater	3
Orientation	0-1		
	15-16		15

#### SECOND YEAR

<b>First Semester</b>	<b>S.H.</b>	<b>Second Semester</b>	<b>S.H.</b>
Eng. 230, 231, or 232	3	†General Business Elective 200+	3
Second Natural Science 1	3	†Economics 202	3
†Accounting 200	3	Business Technology 234	3
†Economics 201	3	Management 231	3
Business Technology 210	3	Management 261	3
	15		15

#### THIRD YEAR

<b>First Semester</b>	<b>S.H.</b>	<b>Second Semester</b>	<b>S.H.</b>
†Management 351	3	†Finance 381	3
†Marketing 303	3	Management 309	3

†Concentration Elective	3	†Concentration Elective	3
Non-Business Elective	3	†Concentration Elective	3
Accounting 225	3	†Approved Bus. Elective	3
	15		15

### FOURTH YEAR

<b>First Semester</b>	<b>S.H.</b>	<b>Second Semester</b>	<b>S.H.</b>
†Management 474	3	†Management 464	3
†Mgmt 425, Mrkt 443, Econ 421, or Fin 447	3	†Concentration Elective	3
†Concentration Elective	3	†Approved Bus. Elective	3
†Concentration Elective	3	Non-Business Elective	3
Non-Business Elective	3	Non-Business Elective	3
	15		15

Total Semester Hours Required= 120-121

*Orientation 101 is not required of transfer or readmitted Southeastern students with 30 hours or more.*

1 Please refer to the possible natural science combinations under General Education Requirements in the University Policies chapter of this catalogue for the approved sequenced courses in natural science. Because Chemistry 106 or Physics 142 cannot be followed by a second sequenced course, the student may take only one of these two courses for their natural sciences requirements.

2 If a major takes GBBT 210 in lieu of CMPS 110, the student is required to take a non-business course for the 3-hour elective.

† A grade of C or better is required for all concentration courses and a C average is required for major courses.

## Concentration in Economics

ECON 333	3 hours
ECON 401	3 hours
ECON 402	3 hours
ECON 421	3 hours
ECON Elective 300-400 level	6 hours
<b>Total</b>	<b>18 hours</b>

## Concentration in Business Technology

GBBT 131	3 hours
GBBT 223	3 hours
GBBT 231	3 hours
GBBT 253	3 hours
GBBT 351	3 hours
GBBT 410	3 hours
<b>Total</b>	<b>18 hours</b>

## Concentration in General Business

ACCT 225	3 hours
ECON Elective 300+ level	3 hours
FIN Elective 400 level	3 hours
MGMT Elective 400 level	3 hours
MRKT 319,321,331,342, or 475	3 hours
GBBT 124 or 351	3 hours
<b>Total</b>	<b>18 hours</b>

## Concentration in International Business

ECON 421 International Economics	3 hours
FIN 447 International Finance	3 hours
MGMT 425 Introduction to International Bus.	3 hours
MRKT 443 International Marketing	3 hours
GBBT 235 Communication for International Bus.	3 hours

**Total** **18 hours**

Note: One of the first four courses-ECON 421, FIN 447, MGMT 425, MRKT 443-should be counted as a required course for the degree program.

In addition to the above courses, students opting this concentration are required to take three of the following courses:

GEOG 301 Geography of Europe	3 hours
GEOG 431 World Regional Geography I	3 hours
POLI 420 International Relations	3 hours
POLI 424 International Political Economy	3 hours
HIST 434 Modern European History, 1914 to Present	3 hours
HIST 445 Modern China and the Orient	3 hours
HIST 447 History of Latin America since 1820	3 hours
HIST 449 History of Mexico	3 hours
FREN 101 Elementary French I	3 hours
SPAN 101 Elementary Spanish	3 hours
Any other courses offered by the Foreign Language Department.	

Students may take any three foreign language courses, but may take only one each of the geography, history, or political science courses listed above.

## ASSOCIATE DEGREE IN OFFICE ADMINISTRATION

The purpose of the Associate Degree in Office Administration is to provide opportunities for students to acquire the knowledge and skills needed for employment. The specific objectives are as follows:

1. To prepare students for careers in office administration or administrative support.
2. To provide students with technological knowledge and skills required for employment and advancement in a business environment.
3. To provide students with opportunities to develop the essential skills for working productively with others.
4. To offer elective and service courses for students in other departments on campus.

### Curriculum in Office Administration Leading to the Degree of Associate of Arts

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#### FIRST YEAR

First Semester	S.H.	Second Semester	S.H.
†Business Technology 111	3	†Business Technology 131	3
†Business Technology 124	3	†Business Technology 223	3
English 101	3	English 102	3
Mathematics 160	3	Mathematics 185 or 241	3
Elective	3	Elective	3
Orientation	0-1		
	15-16		15

#### SECOND YEAR

First Semester	S.H.	Second Semester	S.H.
†Business Technology 210	3	†Business Technology 231	3
†Business Technology 253	3	†Business Technology 234	3
Accounting 200	3	†Business Technology 351 or Finance 123 1	3

Communication 211	3	General Business Elective 200+	3
Management 231	3		
Psych 101, Soc 101, or Soc 241	3		12
	18		

Total Semester Hours Required= 120-121

*Orientation 101 is not required of transfer or readmitted Southeastern students with 30 hours or more.*

1 Students with 60 or more hours shall take GBBT 351; students with fewer than 60 hours will take Finance 123.

†A grade of C or better is required in all major courses.