

General Studies

ASSOCIATE OF ARTS DEGREE

The General Studies degree is designed for students who intend to earn an Associate degree which surveys a breadth of academic offerings in the Liberal Arts and Sciences and allows for a deeper investigation of a particular field of study through an area of emphasis. Employment opportunities which require a general education in college level skills and those related to the area of emphasis would be appropriate for General Studies.

The General Studies degree consists of: 1) An Area of Emphasis* consisting of a minimum of 18 units; 2) The Mendocino College 18 unit General Education requirements; 3) The remainder of the 60 required units for the degree in degree-applicable electives, including Institutional Requirements.

This degree provides the maximum flexibility in program design leading to the Associate of Arts Degree.

Career Preparation for Business

AREA OF EMPHASIS

A degree in General Studies with an emphasis in career preparation leads to entry-level business opportunities in the areas of accounting, finance, marketing, Web Page design/development, office operations, and entrepreneurship.

Total Required Units: 25-27

Core Requirements: 19-21 Units

BOT 70	Business English
BOT 100.1	Typing 1 (or 30 wpm)
BOT 170	Written Communications for Business
BUS 50	Mathematical Applications in Business
or MTH 220	Statistics
or MTH 230	Calculus for Business and Economics
BUS 200	Financial Accounting
BUS 230	Introduction to Business
CSC 201	Introduction to Windows Applications

Plus 6 units selected from among the following:

BOT 100.2	Typing 1 (or 35 wpm)
BOT 100.3	Typing 1 (or 40 wpm)
BOT 120	Word Processing for Microcomputer I
BOT 144	Records and Database Management
BUS 111	Federal Tax Accounting
BUS 132	Entrepreneurial Management
BUS 136	Introduction to Management
BUS 138	Personal Finance
BUS 150	Entrepreneurial Marketing
BUS 201	Managerial Accounting
CSC 130	Web Page Design and Development
CSC 164	Electronic Spreadsheets
CSC 166	Database Software
BOT/BUS/CSC 196	Work Experience