
GENERAL BUSINESS

GEB 1000, Business Career Strategies Business Career Strategies

1 hr., 1 cr.,

(Offered fall). This course is designed to enable students to thrive in a competitive business environment. Students will learn business etiquette, alternative career pathways, personal financial management, and budgets. Students will perform self-reflective exercises to determine working and learning styles, research industry positions, learn basic job hunting skills and learn how to develop and present their work. Additionally, they will learn interviewing skills, attend meetings of professional organizations, and career development skills.

GEB 2949, COOP/Work Experience/Business COOP/Work Experience/Business

1 hr., 1 cr.,

1-3 crs. Cooperative Education courses may be taken toward completion of most of the Associate in Arts and Associate in Science degree programs. A maximum of six credit hours may be used in meeting the A.A. degree requirements. Prerequisite: Minimum of 2.0 GPA, meet with the co-op coordinator, and availability of co-op work experience slot. Supervised, practical work experience that seeks to combine theories and apply practical skills to projects in the student's major field of study. Requirements include online weekly, mid-term, and end-of-term reflection assignments.

GEB 3213, Business Communication for Professional Effectiveness Business Communication for Professional Effectiveness

3 hrs., 3 crs.,

(Offered fall and spring). Prerequisite: Must be admitted to one of the BAS programs. This course introduces students to essential writing and speaking communication skills, organizational strategies and formats used by successful business professionals. It provides opportunities for students to apply these skills in correspondence, research, reports and presentations that prepare them for effective job searches and productive careers.
