

Business

Associate of Applied Science in Business

AASB Degree



GLEN OAKS

COMMUNITY COLLEGE

62249 Shimmel Rd.

Centreville, MI 49032

467-9945

1-888-994-7818

www.glenoaks.edu

The Associate of Applied Science in Business Degree is designed for those moving directly into the workplace upon graduation. This flexible degree offers a wide range of classroom experience in management/marketing, accounting, computers, administrative assistant, and medical-related careers.

62 Credits

While earning the AASB, the student must obtain one of the following Occupational Certificates (averaging 30 credits): Accounting, Management/Entrepreneur, Management/Marketing, Management/Supervision, Office Administrative Assistant - Executive, Office Administrative Assistant - Legal, Office Assistant - Medical, Computer Systems, Medical Assistant, Medical Transcriptionist, EMT, Health Insurance Coder/Biller - Hospital/Specialty, Health Insurance Coder/Biller - Technical, Database/Programming, Web Page Design.

Job Outlook

The Associate of Applied Science in Business (AASB) degree prepares you for entry-level jobs in:

Business	Customer Service
Retail	Government
Education	Medical

Graduates are qualified for business-related positions in diverse fields, for instance: schools, small business, industry, government, advertising, sales, legal, agriculture, construction, transportation, travel agencies, tourism, entertainment, architecture, hospitals and medical-related offices, or newspapers/radio/television.

According to the U.S. Bureau of Labor's 2006 report, annual wages for a customer service representative were \$30,400; for a loan interviewer it was \$32,680; human resources assistants earned \$34,740; production or expediting assistants earned \$40,000; travel agents reported \$31,460; lodging managers earned \$49,560; executive secretaries and administrative assistants reported an average \$35,050.

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Courses

Sample courses for this field are described below. For a complete list of course descriptions, see the online catalog at www.glenoaks.edu

**BAM 101 COLLEGE SKILLS & PORTFOLIO WRITING,
3 Credits, 3 Contacts [See box at right]**

**BAM 103 BUSINESS MATH
3 Credits, 3 Contacts**

This is a course designed to provide the student with a practical knowledge of typical mathematical concepts and calculations performed in the business environment. Emphasis is placed upon the introduction and understanding of mathematical concepts as applied in various business situations, formation and execution of applicable calculations, problem solving, and interpretation of results in reaching appropriate business decisions. Problem solving will involve integration and use of a calculator. This course may be taught in open lab or traditional course environment and computer use may be integrated.

Prerequisite: Placement into BAM 103 on ASSET/Accuplacer, ACT/SAT, or completion of AFD 052 Pre-Algebra.

**BIP 105 FILING
2 Credits, 2 Contacts**

This course introduces and provides practice with four methods of filing: alphabetic, numeric, subject and geographic. The computer is used for records management using a database software.

Prerequisite: None

**BIP 121 INTERMEDIATE KEYBOARDING
3 Credits, 3 Contacts**

An intermediate course in keyboarding for students who type 30 words per minute. The course concentrates on mailable production of common business forms and correspondence using Word 2000 software.

Prerequisite: Successful completion of one year of high school keyboarding or BIP 120 Beginning Typewriting/Skill Building or its equivalent.

**BAA 100 FUNDAMENTALS OF ACCOUNTING
4 Credits, 4 Contacts**

This course is a basic bookkeeping-accounting course designed for the student who has no previous bookkeeping-accounting experience or has not performed well in previous courses of this type. Basic double-entry bookkeeping procedures, accounting terminology and concepts, and basic financial statement preparation are emphasized. Major emphasis will be placed on the sole proprietorship form of business organization.

Prerequisite: None

**BAM 100 INTRODUCTION TO BUSINESS
3 Credits, 3 Contacts**

This course surveys American business and industry using a multi-media instructional approach. Emphasis is placed on the various business disciplines and their relationship to the student and society as well as to internal operations. Past, present and future trends are presented through the use of lecture materials, films and videotape recordings. Managerial involvement in all aspects of the business world will also be studied by the student.

Requirements:

Communications (6/7 credit hours)

COM 121 English Composition*.....3 credits
COM111 Business/Technical Communications*..... 4 credits
COM 140 General Communications Speech
or COM 150 Public Speaking.....3 credits

Humanities (3-4 credit hours)

Choose from Art History, Spanish Language, Literature, Music Appreciation, Ethics, Philosophy, Religion, or Western Civilization

Social Science (8 credit hours)

Choose from Principles of Economics, Introduction to Cultural Anthropology, American Government and Political Science, State and Local Government, World, U.S. or Michigan History classes, or Psychology courses

Mathematics (3-4 credit hours)

BAM 103 Business Math.....3 credits

Physical Education Activity (2 required credit hours)

Electives (9/10 credits hours)

Business Courses (30 credit hours)

(Complete a certificate program. See list on far right)

Note: Some courses require prerequisite classes.

TOTAL: 62 CREDITS



College Skills & Portfolio Writing

BAM 101 COLLEGE SKILLS AND PORTFOLIO WRITING is a 3 credit, 3 contact hour course designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are portfolio writing, self-assessment, skills in listening, note taking, improving test scores and time management, self-esteem, goal setting and educational development plans. The portfolio writing is especially useful for the student intending to transfer to a university or preparing for employment interviews. This course is a required course for anyone wishing to earn either a certificate or degree in the business area.

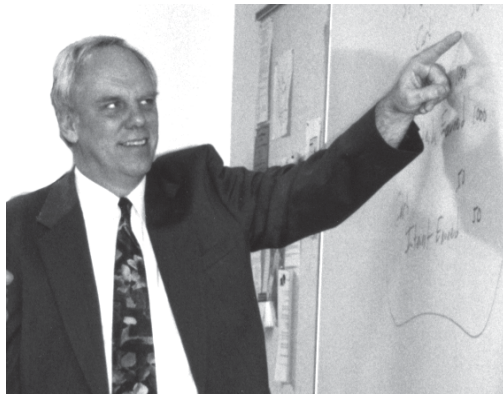
What students are saying about BAM 101:

"I have so much more self-esteem and confidence than when I started this class. I think that is the most important thing that someone can take with them through life."

"I expanded my comfort zone and I'm doing something I wouldn't have thought of doing six months ago."

"I've learned new techniques that will help me through college and life."

"From here I am going to the top and there is no stopping me."



Glen Oaks' professors like Larry Hass (left) and Dr. Lester Keith (right) are skilled, knowledgeable, and enthusiastic about the subjects they teach. Like most faculty they have worked in business and industry and continued their own educations to bring current expertise to the classroom. Involvement of local professionals also assures programs are relevant. Concepts and practices cover a variety of industries and organizations.

To be granted an Associate of Applied Science in Business...

Students must earn one of the following certificates:

Accounting

Computer Information Systems

Database/Programming

EMT Basic and/or EMT Paramedic

Health Insurance Coder/Biller-Technical

Health Ins. Coder/Biller-Hospital Specialties

Management/Entrepreneurship

Management/Marketing

Management/Supervision

Medical Assistant

Medical Transcriptionist

Office Assistant-Medical

Office Administrative

Assistant

Web Page Design

Preparation

Related Transfer Programs toward a Bachelor Degree...

Associate of Business

Associate of General Studies

- Business Administration
- Business Ownership
- Human Resources
- Public Administration
- Computer Systems
- Management
- Marketing
- Sales
- Accounting
- Finance
- Economics

This publication is intended to provide a general overview of the program. For current specific requirements, consult with a Glen Oaks Community College academic counselor.

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Current High School Students:

To be prepared to enter directly into the first semester of college courses, the college recommends that you complete a Secondary School Business and Management Career Pathway Sequence provided at many schools. Check with your High School Counselor for High School Graduation requirements and possible Articulation Agreements. *Courses might include English, Math, General Science or Lab Science courses, Basic Keyboarding, Introduction to Computers, Advanced Computer classes, Foreign Language, Psychology/Sociology and Geography.*

Adults Returning to School:

Don't underestimate your life experience!

A Glen Oaks Community College counselor can help you assess your life experience and suggest how you can best apply those skills to your academic goals.

Career Resources

**Glen Oaks Career Counseling Services
Students Services Department**
(269) 467-9945 or (888) 994-7818
www.glenoaks.cc.mi.us

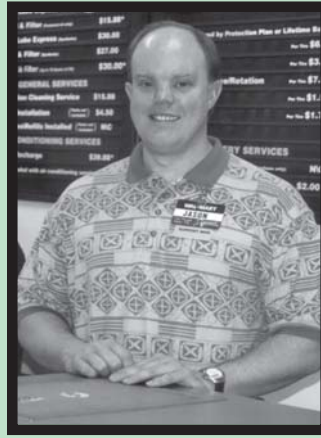
**Michigan's Web-based Education
Development Plan**
www.mi-edp.org

**Bureau of Labor Statistics Occupational Outlook
Handbook**
www.bls.gov/oco

**Michigan Occupational Information System
MOIS**
www.mois.org

Non-Discrimination Statement:

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Contact the Associate Dean of Instruction or Civil Rights Coordinator at GOCC (269.467.9945) if you feel discriminatory practices have taken place.



Jason VanNess completed his Associate of Applied Science in Business Degree in 2003. Jason worked part-time at Wal-Mart in Sturgis, Michigan while attending Glen Oaks. Jason is now a Support Manager in the Automotive Products area at the national retailing giant.

"I am now a full-time employee with added benefits and I have decided to pursue a career with the company. I have enrolled in Wal-Mart's management training program," said the Sturgis High School graduate. His AASB degree and an occupational certificate in marketing/management gave him the education and experience to move ahead. "I found the professors and instructors at GOCC to be tremendous and very helpful," Jason said.

Student Support

- Personalized educational and career planning
- Financial aid and scholarships
- Flexible Schedules: day, evening, distance learning online/video classes
- Tutorial programs and free tutoring
- Modern labs and computer information classrooms
- Full-service library/computer center
- Small class size & caring, knowledgeable instructors.

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