

# General Business Technology

General Business is tailored to enable students to combine studies in non-business and business courses that best match their individual education goals. This program is intended for full-time business students who plan to transfer to a four-year business college or university after graduation before entering the workforce. This flexibility affords students a unique preparation for continued business studies at an institution of higher learning as well as preparation for professional and technical careers requiring basic business and specific technical skills.

## ***You'll Learn***

- The accounting cycle for proprietorships, partnerships and corporations
- Practice and principles of management and supervision
- Practice and principles of marketing
- The operations of the commercial and central banking system
- The basic functions of the American business system
- Microeconomic and macroeconomic principles that influence business decisions
- Business applications of the microcomputer
- Written and verbal technical communications

## ***You'll Earn***

- Credentials in business and technical areas for entry-level, technical and professional jobs with opportunity for advancement
- Employment in federal, state and local government; small, medium and large businesses; colleges, hospitals and non-profit organizations

## ***You'll Succeed***

- More than half of all new jobs require education beyond high school
- Employees with degrees tend to be more eligible for promotion\*
- Associate degree holders generally earn more than high school graduates\*
- College credit or advanced placement may be given for relevant work experience

\* Statistics from the U.S. Department of Commerce, Census Bureau

# Get in, Get smart, Get going. . .

## General Business

You can enroll in General Business on either a full- or part-time basis. The length of time required to complete an associate degree depends on the number of courses you take each semester. Some students may need refresher courses at the basic or pre-tech level; others may receive transfer credit or credit for work experience.

Delaware Tech operates on a semester system with new sessions beginning in late August and mid-January, plus summer sessions beginning at the end of May and in mid-June. You can start taking courses any semester or summer session; however, all technical courses may not be offered every session. Counselors and advisors are available to help you schedule your courses.

## Required Business Courses

**Accounting I & II** is an introduction to principles and practices of financial accounting for sole proprietorships, partnerships and corporations, including the accounting cycle, preparation and analysis of financial statements, capital structure, cash flow, debt problems and selected topics in managerial accounting.

**Introduction to Business** is a survey of business functions including forms of business ownership, business environments, ethics, management, personnel, production, marketing, financial markets and basic accounting.

**Principles of Management** studies the systemized body of management principles including planning, organizing, staffing, directing and controlling; explores strategies to deal with internal and external environmental forces.

**Principles of Marketing** presents basic marketing principles that affect both consumer and industrial markets including marketing mix, pricing techniques, the effect of supply and demand, channels of distribution, marketing research and government regulation.

**Business Law** studies the American system of law emphasizing legal rights and the social forces that impact on business including contract law, the UCC, personal property, bailment, sales, commercial papers, risk of loss, bankruptcy, agency and employment.

**Human Resource Management** covers the management of human resources focusing on selection, training, motivation, compensation and employee relationships.

Students will select six additional courses from within business technology offerings and four courses from one non-business technical area of specialization.

## Related Technical Courses

College Math & Statistics  
College Reading  
Composition  
Computer Applications  
Spreadsheets or Excel I  
Money and Banking  
Macroeconomics  
Microeconomics  
Technical Writing & Communication  
Psychology  
Sociology

## TO APPLY FOR ADMISSION

1. Obtain a College Admissions Application by calling (302) 888-5288. Admission applications are also available online at [www.dtcc.edu/all/forms/](http://www.dtcc.edu/all/forms/). Complete and return the application to the Wilmington campus with a \$10 fee.
2. Request that your high school and/or college transcripts be sent to the Wilmington Admissions Office.
3. Arrange to take the Computerized Placement Test (CPT) *unless you have already completed college-level math and English courses with a "C" grade or better*. The CPT is administered by both the Stanton (302-454-3954) and Wilmington (302-571-5343) Admissions Offices and is used to determine appropriate course placement.
4. Meet with a Delaware Tech counselor to discuss your CPT results and select your course schedule.
5. Remember to apply and register early for the best selection of courses.