

## **GENERAL BUSINESS (BTS DIVISION)**

**GNBPT-096 BASIC READING (3 cr.)** A one-semester, pre-program level course designed to enhance the reading skills of learners, and promote reading as the essential building block for future learning.

**GNBPT-097 BASIC ENGLISH (3 cr.)** Prepares students for success in other Business Technology and Service English classes. Test scores and/or recommendation of faculty will determine course placement. The primary focus will be on sentence structure.

**GNBPT-122 BUSINESS ENGLISH (3 cr.)** Develops effective language usage in business communications and essays by improving English grammar and punctuation. Incorporates the use of business reference manuals and other reference tools available in an office setting. Pre-requisites: COMPASS placement writing score of 68 or higher, or ACT English score of at least 18 or higher, or SAT verbal score of at least 450, or passing grade in GNBPT 097.

**GNBPT-185 APPLIED WRITTEN COMMUNICATION (3 cr.)** Helps students become better writers of letters, memos, and other business documents. Includes principles of the English language, including correct grammar, spelling, punctuation, and word usage. Pre-requisites: COMPASS placement writing score of 68 or higher or ACT English score of at least 18 or SAT verbal score of at least 450 or passing grade in ENGL 090 or GNBPT 097.

**GNBPT-190 DIRECTED STUDY IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-191 WORKSHOP IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-192 SPECIAL TOPICS IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-194 INTERNSHIP IN GENERAL BUSINESS (1-12 cr.)**

**GNBPT-202 PROFESSIONAL MATH APPLICATIONS (3 cr.)** Fundamental arithmetic processes applied to business activities including banking, equations, discounts, payroll, interest, notes, annuities, installment buying, depreciation, inventory, taxes, insurance, stocks, bonds, and business statistics. Pre-requisite: A grade of "C" or better in MATH 024, MATH 025, MTHPT 010 or satisfactory placement scores.

**GNBPT-210 BUSINESS PROFESSIONALS OF AMERICA (1-2 cr.)** Enhance professional development of students interested in careers in business. This student organization will focus on leadership skills, parliamentary procedure, interpersonal communication, and occupational skills. Students may participate in business-oriented community and campus projects along with state and national leadership conferences and competition. This course may be repeated for a maximum of 4 credits.

**GNBPT-222 PROOFREADING (3 cr.)** Provides training in proofreading as well as realistic practice to apply skill. Increases abilities to spell, punctuate, and use words and numbers correctly. Pre-requisite: A grade of B- or better in GNBPT 122.

**GNBPT-245 BUSINESS WRITING (3 cr.)** Development of skills in written communications, emphasis on writing business letters and reports. Pre-requisite: CITPT 110, GNBPT 122 and GNBPT 222, plus two credits of WRPPT 200.

**GNBPT-290 DIRECTED STUDY IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-291 WORKSHOP IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-292 SPECIAL TOPICS IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-294 INTERNSHIP IN GENERAL BUSINESS (1-12 cr.)**

**GNBPT-296 COOPERATIVE EDUCATION IN GENERAL BUSINESS (1-6 cr.)**

**GNBPT-390 DIRECTED STUDY IN GENERAL BUSINESS (1-6 cr.)**  
**GNBPT-391 WORKSHOP IN GENERAL BUSINESS (1-6 cr.)**  
**GNBPT-392 SPECIAL TOPICS IN GENERAL BUSINESS (1-6 cr.)**  
**GNBPT-394 INTERNSHIP IN GENERAL BUSINESS (1-12 cr.)**  
**GNBPT-490 DIRECTED STUDY IN GENERAL BUSINESS (1-6 cr.)**  
**GNBPT-491 WORKSHOP IN GENERAL BUSINESS (1-6 cr.)**  
**GNBPT-492 SPECIAL TOPICS IN GENERAL BUSINESS (1-6 cr.)**  
**GNBPT-494 INTERNSHIP IN GENERAL BUSINESS (1-12 cr.)**  
**GNBPT-496 COOPERATIVE EDUCATION IN GENERAL BUSINESS (1-6 cr.)**