

ASSOCIATE IN GENERAL STUDIES (AGS D595)

Contact advisor for online availability.

The Associate in General Studies (AGS) degree is designed for students who wish to explore their individual interests within an academic structure. Acceptance of credit for the AGS degree is at the discretion of the receiving institution. Requirements for the Associate in General Studies degree are:

General Education	20 Credit Hours
Area of concentration	12 Credit Hours
Electives.....	32 Credit Hours
Total	64 Credit Hours

I. General Education

The following courses or equivalents are required as a General Education component.

Requirements	Credit Hours
Written Communication	6
Select from:	
ENG 1101 Introduction to Composition	
ENG 1111 Composition I	
ENG 1121 Composition & Analysis	
ENG 1201 Communications	
Oral Communication	3
Select from:	
SPE 1101 Fundamentals of Effective Speaking	
SPE 1111 Interpersonal Communications	
Any general Life or Physical Science or	
Mathematics course	5
Any general Humanities course*	3
Any general Social Science course*	3
Total General Education Hours	20

*Either the humanities or social science course must be a human diversity course selected from applicable IECC or IAI human diversity courses.

II. Area of Concentration

A minimum of twelve (12) semester hours must be successfully completed in one (1) of seven (7) areas of concentration:

- ❖ **Communications Skills:** English, composition, communications, journalism, and speech.
- ❖ **Mathematics:** College algebra, trigonometry, calculus, statistics, liberal arts, and technical mathematics.
- ❖ **Science:** Life or physical science courses such as biology, microbiology, botany, zoology, anatomy, chemistry, and physics.
- ❖ **Humanities:** Advanced speech, literature, art, music, philosophy, drama, Spanish, etc.
- ❖ **Social Science:** Anthropology, economics, geography, history, political science, psychology, and sociology.
- ❖ **General Business:** Management, marketing, accounting, advertising, bookkeeping, and general business.
- ❖ **Technical Skills:** Coursework may be selected from any one (1) technical certificate or degree program.

Eligible courses are listed in the Career and Technical Education information section.

Courses eligible to satisfy the Area of Concentration will have a 1 or 2 in the first position of the course number as well as a 1 or 2 in the second position. This signifies the course is a first- or second- year level baccalaureate or technical course. Courses taken to satisfy the General Education and Elective requirements may not be used to satisfy Area of Concentration requirements.

III. Major/Elective Coursework

Required: Thirty-two (32) semester hours, including FYE 1198 College Success and FYE 1199 Professional Career Development.

Eligible courses will have a 1 or 2 in the first position of the course number as well as a 1 or 2 in the second position. This signifies the course is a first- or second- year level baccalaureate or technical course. Courses taken to satisfy General Education and Area of Concentration requirements may not be used to satisfy major/elective coursework.

CERTIFICATE IN GENERAL STUDIES (GENST C596)

The Certificate in General Studies is designed for those students who are unsure about a career, major, or program of study. This certificate serves as exploratory coursework, as well as a ladder into degree programs, which could be either a career and technical education degree geared toward employment or a transfer degree. **This certificate is not financial aid eligible.**

I. General Education

Requirements	Credit Hours
Written Communication	3
(See General Studies Degree for options)	
Oral Communications	3
(See General Studies Degree for options)	
Any general Humanities or Fine Arts course.....	3
Any general Social Science course	3
Total General Education Hours	12

II. Area of Concentration Courses

7
Career and Technical Education; Communication Skills; Mathematics; Science; Humanities; Social Science; General Business; Health Professions

III. Elective Coursework

10
All CTE (1.2) and all transfer (1.1) courses can be used.

Total Credit Hours	29
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HUMAN RESOURCE ASSISTANT ASSOCIATE IN APPLIED SCIENCE DEGREE (HRA D245)

FCC	LTC	✓ OCC	WVC
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IECC is no longer admitting students into this program; please consider the Business Administration program or see an advisor for related options.

The Human Resource Assistant program prepares and trains students for entry-level positions in a human resource department. The program is designed to assist and lead human resource functions in business, industry, government, and nonprofit organizations. Coursework will lead students to explore how HR professionals develop and attract employees, handle disputes, conduct discipline and work with a variety of people in an array of work settings. Students will learn how to apply skills, knowledge, and abilities in core human resource functions such as human resource information systems, record keeping, compensation and benefits administration, and staffing procedures in an organization. Graduates will be able to effectively manage issues such as compensation and benefits, perform employee training, manage staffing, understand labor relations, and organizational communications.

First Semester Credit Hours 16

ACC 1101	Applied Accounting	4
BUS 1101	Introduction to Business	3
DAP 1201	Business Computer Systems	3
ENG 1111	Composition I ¹ OR	
ENG 1201	Communications ¹	3
SPE 1101	Fundamentals of Effective Speaking ¹ OR	
SPE 1111	Interpersonal Communications ¹	3

Second Semester Credit Hours 18

BMG 2103	Business Statistics	3
BMK 2101	Principles of Marketing	3
BUS 2201	Principles of Management	3
DAP 1236	Keyboarding Essentials	3
DAP 1237	Presentation and Promotion	3
ENG 1121	Composition & Analysis ¹	3

Third Semester Credit Hours 16

ACC 2101	Financial Accounting	4
BMG 2204	Human Resource Management	3
BUS 2205	Legal & Ethical Issues in Bus	3
ECN 2101	Principles of Macroeconomics ¹	3
PSY 1101	General Psychology ^{1*}	3

Fourth Semester Credit Hours 15

ACC 2102	Managerial Accounting	4
BUS 2206	Development & Training	3
BUS 2207	HR Assistant Internship	2
BUS 2208	Performance Management	3
CIS 1286	Database	<u>3</u>

Total Credit Hours 65

¹General Education Hours (15)

*This course satisfies the IECC human diversity requirement.