

How To Apply

Contact a program representative at a location near you or apply online at: www.friends.edu/application-0

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| E-MAIL | learn@friends.edu |
| WEB SITE | www.friends.edu |
| WICHITA | 316-295-5300 |
| LENEXA | 913-233-8700 |
| TOPEKA | 785-272-9595 |
| TOLL FREE | 800-794-6945 |

Credit Transfer Policies

- Official transcripts must be mailed directly from the educational institution to Friends University.
- Transcripts stamped “issued to student” cannot be accepted as Admissions and Records.
- Please have transcripts sent to:
Admissions Processing
Friends University
2100 W. University Ave.
Wichita, KS 67213

Technical Requirements

PC Minimum Recommendations

- Current version of Microsoft Windows operating system
- Current version of Microsoft Office
- Antivirus Protection (McAfee Antivirus available free to students)
- High-speed Internet access
- Active e-mail account (available free to students)

MAC Minimum Recommendations

- Current version of MAC operating system
- Current version of Microsoft Office for MAC
- High-speed Internet access
- Active e-mail address (available free to students)

* Academic programs may have specific technology requirements that exceed these listed above.

Program Overview

The Associate of General Business degree is a two year degree specifically designed for the busy, working adult. The courses are offered in convenient course formats to allow the student to design the best options for their schedule. Courses are offered in an 8 week format including both on-ground courses and fully online courses. A student has the option of taking all on-ground courses, all online courses, or a combination of the two. Offered in the spring, summer, and fall, students can efficiently and effectively complete the degree in two years while also obtaining the necessary general education courses needed to be admitted into a bachelor degree program. Smaller class sizes allow for more interaction with peers and instructors.

Course Options and Delivery Modes

- Traditional, hybrid, and/or online courses
- 8 week courses
- Courses available weeknights, online, and Saturday morning

Admissions Requirements

- A completed application and application fee of \$35 (\$40 international fee)
- Signed Transcript Request form for official transcripts from all institutions attended, Friends University will process all requests.
- All incoming freshmen (less than 15 college credit hours) must have a high school GPA of 2.0 or above. All incoming transfer students (15 or more college credit hours) must have a cumulative grade point average of 2.0 or above for full admission.

Financial Aid and payment plans are available

About the Program Director



Jennifer Jay, MMFT, LCMFT
Program Director

B.A. Psychology Wichita State University
Masters in Marriage & Family Therapy Abilene Christian University
(316) 295-5973 or (800) 794-6945 ext. 5973
jay@friends.edu

Convenient Course Formats

PACE offers several convenient course formats. Select the ones that work best for your schedule! Traditional courses are delivered in a typical classroom setting utilizing methodologies such as lecture, discussion, group work and in-class exercises. Hybrid courses are delivered in a blended format that combines face-to-face instruction and some online instruction. Online courses are delivered entirely online through Moodle.

Associate of General Business Requirements

General Education Requirements: 32 credit hours

Composition – Both courses are required

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| ENGL 111 | Composition (with a “C” or better) | 3 |
| ENGL 112 | Researched Composition (with a “C” or better) | 3 |

Computers

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| CSIS 125 | Computer Information Systems | 3 |
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Speech/Interpersonal Communications – choose one:

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| COMM 212 | Interpersonal Communications | 3 |
| SPCH 111 | Public Speaking for College and Career | 3 |

Mathematics – choose one:

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| MATH 105 | The Nature of Mathematics* (with a “C” or better) | 3 |
| MATH 120 | College Algebra* (with a “C” or better) | 3 |

Natural Science w/Lab – choose one:

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| NATS 100 | Human Biology with Lab | 4 |
| NATS 125 | Understanding the Environment with Lab | 4 |
| NATS 130 | Physical Science with Lab | 4 |

Religion/Philosophy – choose one:

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| PHIL 111 | Introduction to Philosophy | 3 |
| PHIL 185 | Introduction to Ethics | 3 |
| PHIL 210 | Ethics, Society and Service | 3 |
| REL 112 | Old Testament Survey | 3 |
| REL 113 | New Testament Survey | 3 |
| REL 120 | History of Christianity: Church and World | 3 |
| REL 210 | Varieties of Religious Experience | 3 |
| REL 215 | Developing a Devotional Life | 3 |
| REL 225 | Basic Christian Beliefs | 3 |

Social & Behavioral Sciences – choose one:

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| PSYC 110 | Introduction to Psychology | 3 |
| SOCI 211 | Individual, Family and Society | 3 |
| SOCI 111 | Introduction to Sociology | 3 |

Foundations of History/American Character – choose one:

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| HIST 219 | Themes & Issues in Early U.S. History | 3 |
| HIST 220 | Themes & Issues in Modern U.S. History | 3 |
| HIST 240 | Issues in Ancient/Medieval Western Civilization | 3 |
| HIST 270 | Issues in Modern Western Civilization | 3 |
| POLS 110 | Issues in American Politics | 3 |

Perspectives in Literature – choose one:

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| ENGL 227 | World Literature 1: The Ancient World | 3 |
| ENGL 228 | World Literature 2: Medieval/Renaissance | 3 |
| ENGL 229 | World Literature 3: Early Modern | 3 |
| ENGL 230 | World Literature 4: Modern | 3 |

Perspectives in Fine Arts – choose one:

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| FINA 103 | Aesthetics of Art | 3 |
| FINA 105 | Aesthetics of Music | 3 |
| FINA 107 | Aesthetics of Drama | 3 |

Major Requirements: 22 credit hours

All Major Requirement courses must be completed with a “C” or better

Economics - choose one:

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| ECON 210 | Macroeconomics^ or | 3 |
| ECON 211 | Microeconomics^ | 3 |

All courses below are required

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| ACCT 160 | Business Accounting | 3 |
| BSAD 100 | Introduction to Business | 3 |
| BSAD 150 | Personal Finance | 3 |
| BSAD 211 | Business Communications | 3 |
| BSAD 220 | Introduction to Entrepreneurship | 3 |
| BSAD 230 | Business Ethics | 3 |

Capstone

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| PACE 299 | Capstone | 1 |
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Electives: 6 credit hours

Total Degree Requirements:

62 hours

All DCP majors at Friends University in the College of Adult and Professional Studies require College Algebra with the exception of Organizational Management and Leadership which will accept The Nature of Mathematics. Additionally, other Universities may require College Algebra for mathematics transfer credit.

^If entering the DCP Accounting major, you must take both Macro and Micro.