

## Business Administration

### Business Administration AS-T

The AS-T in Business Administration curriculum is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the AS-T in Business Administration, students will be able to: 1) develop and understand the fundamental principles of business administration 2) utilize the mathematical and statistical tools available to them, and 3) promote the use of technology to support the field of business administration.

#### Program Student Learning Outcomes

Upon completion of the program, students will be able to:

- compose, analyze, and interpret business reports.
- identify the basic elements of a contract and assess a contract's validity.
- use basic Microsoft office applications.
- identify and/or describe major U.S. business practices and their relationship to the economy.

#### Associate Degree for Transfer requirements (pursuant to SB 1440):

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete IGETC or CSU General Education – Breadth requirements
- Complete total of 60 CSU transferable semester units
- Complete all required courses for the major or area of emphasis with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 001A .....	Beginning Principles of Accounting .....	4
BUS 001B .....	Elementary Principles of Accounting .....	4
BUS 018 .....	Business Law .....	4
CIS 007 .....	Computer Concepts .....	3
ECON 001A ...	Macroeconomics .....	3
ECON 001B ...	Microeconomics .....	3
BUS 039 .....	Quantitative Analysis .....	3
MATH 025 .....	Introduction to Statistics .....	4
	Total .....	28
	IGETC/CSU-GE Breadth (allowing double counting).....	37-39
	Electives as needed.....	2-4
	<b>Total .....</b>	<b>60</b>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
ENG 001A ..... 3	ENG-001B or SOC-002... 3	BUS 001A ..... 4	BUS 001B ..... 4
MATH 025 ..... 4	CIS 007 ..... 3	BUS 018 ..... 4	BUS 039 ..... 3
ECON 001A ..... 3	ECON 001B ..... 3	AREA B1..... 4	BIO-10 or 015..... 3
HE 035 ..... 3	AREA C2..... 3	COM-001 or 004..... 3	HIST-017A or 017B..... 3
AREA C1..... 3	POLSC-001..... 3	<b>15</b>	ELECTIVE 001 - 049..... 1
<b>16</b>	<b>15</b>		<b>14</b>

## Business Administration AS

The Business Administration curriculum is intended for those interested in transferring to a four-year college or university to earn a Bachelor of Arts or Science degree. Students are encouraged to consult with business staff to ensure that their course selections reflect their career interest and the career goals of their major.

### Program Student Learning Outcomes

Upon completion of the program, student will be able to:

- compose, analyze, and interpret business reports.
- identify the basic elements of a contract and assess a contract’s validity.
- use basic Microsoft office applications.
- identify and/or describe major U.S. business practices and their relationship to the economy.

### Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a “C” or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
<b>Required Core Courses</b>		
BUS 001A .....	Beginning Principles of Accounting .....	4
BUS 001B .....	Elementary Principles of Accounting .....	4
BUS 018 .....	Business Law .....	4
BUS 039 .....	Quantitative Analysis .....	3
ECON 001A ...	Macroeconomics .....	3
ECON 001B ....	Microeconomics .....	3
<b>Total .....</b>		<b>60</b>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

SEMESTER 1		SEMESTER 2		SEMESTER 3		SEMESTER 4	
ENG 001A .....	3	ECON 001A .....	3	BUS 001A .....	4	BUS 001B .....	4
MATH 063 .....	5	AREA C.....	3	BUS 018 .....	4	BUS 039 .....	3
IS 001 .....	3	HE 035 .....	3	ECON 001B .....	3	AREA B.....	3
BUS 020 .....	3	ELECTIVE 001-049.....	6	AREA B.....	3	ELECTIVE 001 - 049.....	5
PE ACTIVITY.....	1					PE ACTIVITY.....	1
	<b>15</b>		<b>15</b>		<b>14</b>		<b>16</b>