

BUSINESS DEPARTMENT DEGREES & CERTIFICATES

Associate in Science Degrees

BUSINESS ADMINISTRATION FOR TRANSFER

The Associate in Science in Business Administration for Transfer Degree (Business Administration AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate in Science in Business Administration for Transfer Degree may transfer to a CSU Campus to complete a Bachelor's Degree in Business, Business Administration, Entrepreneurship, Sustainable Business, Management, Marketing, Accounting, Economics, and Finance.

To earn a Business Administration AS-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
 - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0 on transfer courses.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis. *Although a "P" grade is allowed (Title 5, Section 55063), it is recommended that students take the course for a letter grade (A, B, or C) due to unit limitations on "P/NP" courses.*
4. Complete a minimum of 12 units in residency at the college granting the degree.

REQUIRED CORE (17 units):	Units
BUS V01A Financial Accounting	4
BUS V01B Managerial Accounting	4
ECON V01A Principles of Macroeconomics	3
ECON V01B Principles of Microeconomics	3
BUS V33 Business Law	3
OR	
BUS V53 Legal Environmental Business	3

LIST A:

Select one (1) of the following courses (4 units):

MATH V44 Elementary Statistics	4
MATH V46 Applied Calculus	4
PSY V04 Introductory Statistics for the Social and Behavioral Sciences	4

LIST B:

Select two (2) of the following courses (6 units):

BUS V17 Computer Applications	3
BUS V30 Introduction to Business	3
BUS V45 Business Communications	3

Major Units	27
CSU General Education or IGETC-CSU Pattern	37-39
Electives (CSU transferrable units to reach 60)	
Double-Counted Units	(10)

DEGREE TOTAL	60
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Associate in Science Degree Certificate of Achievement

BUSINESS MANAGEMENT

*Transfer requirements may differ
See counselor or consult assist.org*

The Business Management Program enables students to become effective managers of business situations, projects and personnel. The curriculum will provide the necessary skills to contribute to the company's bottom line. A variety of courses will provide a foundation of general management theory and practice, accounting, introduction to business and economics, and communications. The purpose of this degree track is to prepare non-transfer students for entry-level supervisory positions and/or provide knowledge and skill as a foundation for business ownership.

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V30	Introduction to Business	3
BUS V17	Computer Applications	3
BUS V31/ SUP V94	Organization and Management	3
BUS V45	Business Communications	3

REQUIRED ADDITIONAL COURSES:

Select one (1) of the following courses:

BUS V32/ SUP V93	Human Resource Management	3
BUS V33	Business Law	3
BUS V53	Legal Environment of Business	3

Select one (1) of the following courses:

BUS V34	Exercise in Management Decision Making	3
BUS V38/ CD V38	Small Business Management	3
BUS V40/ SUP V92	Organizational Behavior	3
BUS V43	Introduction to International Business	3
BUS V44/ SUP V81	Business English	3
BUS V46	Marketing	3

TOTAL	21
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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V40, V43, V44; ECON V01A; SUP V81, V90, V96. Although these supplemental courses may be of value to the student, please note that they do NOT satisfy the requirements for this degree.

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**Associate in Science Degree
Certificate of Achievement
ADMINISTRATIVE ASSISTANT**

The Administrative Assistant Program assists students in developing the skills needed for a career as an Administrative Assistant or any other of a wide variety of office positions in a very broad arena of businesses of all types. This comprehensive program is offered in an accelerated format and provides the opportunity for students to develop effective communication skills, computer skills, and specialized skills that lead to success working in a variety of office settings. Jobs in this field include administrative assistant, front office assistant, receptionist, front office specialists in a number of categories (sales, production, inventory, production control, purchasing, manufacturing, etc.) and may lead to advancement to various office supervisory positions.

REQUIRED COURSES:		Units
BUS V07A	Business Calculations	2.5
BUS V21	Administrative Assistant	16
TOTAL		18.5

Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V03, V30, V31, V40, V44, V45. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

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**Associate in Science Degree
Certificate of Achievement**

ACCOUNTING

*Transfer requirements may differ
See counselor or consult assist.org*

The Accounting Program enables students to demonstrate an understanding of basic accounting principles and procedures, as well as the role of accounting and bookkeeping within various business organizations. They will be able to analyze, process and report financial information within established manual and computerized protocols. Finally, they will understand the importance of ethics and social responsibility in the accounting profession.

Study in accounting leads to a variety of employment opportunities in organizations in the public and private sectors of the economy. Upon completion of the associate degree, students will be prepared for entry-level positions within organizations, able to transfer to a baccalaureate program, or possess the rudimentary information necessary to start their own businesses.

REQUIRED COURSES:		Units
BUS V01A	Financial Accounting	4
BUS V03	Introduction to Accounting	3
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3

REQUIRED ADDITIONAL COURSES:

Select two (2) of the following courses:

BUS V01B	Managerial Accounting	4
BUS V30	Introduction to Business	3
BUS V43	Introduction to International Business	3
BUS V45	Business Communications	3

TOTAL	19-20
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Recommended courses: In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V07A and V07B. Although these supplemental courses may be of value to the student, please note that they do **NOT** satisfy the requirements for this degree.

**Associate in Science Degree
Certificate of Achievement
SUPERVISION**

*Transfer requirements may differ
See counselor or consult assist.org*

REQUIRED COURSES:		Units
SUP V92/BUS V40	Organizational Behavior	3
SUP V93/BUS V32	Human Resource Management	3
SUP V94/BUS V31	Organization and Management	3

REQUIRED ADDITIONAL COURSES:

Select nine (9) units from the following courses:

BUS V17	Computer Applications	3
BUS V34	Exercise in Management	3
	Decision Making	3
BUS V45	Business Communications	3
SUP V81/BUS V44	Business English	3

TOTAL	18
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For other course descriptions, see Business

Please note: The Proficiency Awards listed below will not appear on transcripts.
They are departmental awards.

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Proficiency Award
ADMINISTRATIVE ASSISTANT
(Awarded by the Department)

REQUIRED COURSE:		Units
BUS V21	Administrative Assistant	16
TOTAL		16

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Proficiency Award
BOOKKEEPING
(Awarded by the Department)

REQUIRED COURSES:		Units
BUS V03	Introduction to Accounting	3
BUS V04	Computerized Payroll Accounting	3
BUS V07A	Business Calculations	2.5
BUS V08	Computerized Accounting	3
BUS V17	Computer Applications	3
TOTAL		14.5

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Proficiency Award
RECEPTION SKILLS
(Awarded by the Department)

REQUIRED COURSE:		Units
BUS V94	Professional Reception Skills	4
TOTAL		4