The Business program provides a comprehensive curriculum that covers the fundamental principles of business, accounting management, business law and communication within organizations. Critical thinking, social responsibility, and the global economy are emphasized. The Associate in Science in Business Administration for Transfer Degree is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus.

Study in business leads to a wide range of opportunities in a variety of industries. Upon completion of the associate degree, the student will be prepared for various entry-level positions within organizations as well as promotion from specialty jobs into management positions.

**Administrative Assistant**

Average Salary: $23.70/hr. - $49,290
Projected Jobs: 105,200
Projected Growth: +2% / -2%

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff.

**Bookkeeping/Accounting Clerk**

Average Salary: $16.26/hr. - $33,820
Projected Jobs: 187,800
Projected Growth: +15% - 21%

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check accuracy of figures, calculations and postings recorded by others.

**Medical Assistant (Administrative)**

Average Salary: $14.12/hr. - $29,370
Projected Jobs: 560,800
Projected Growth: +29%

Medical assistants complete administrative and clinical tasks in the offices of physicians, podiatrists, chiropractors and other health practitioners. Their duties vary with location, specialty and size of practice.