



BUSINESS

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Associate in Science (AS-T)

- Associate in Science
- Associate in Science
- Certificate of Achievement
- Certificate of Achievement
- Certificate of Achievement
- Certificate of Achievement
- Proficiency Award
- Proficiency Award
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- Proficiency Award

60 Units (Business Administration for Transfer)

- 60 Units (Business Management)
- 60 Units (Accounting)
- 19-20 Units (Accounting)
- 18.50 Units (Administrative Assistant)
- 21 Units (Business Management)
- 18 Units (Supervision)
- 16 Units [Administrative Assistant)
- 14 Units (Bookkeeping)
- 12 Units (Medical Insurance Billing)
- 4 Units (Professional Reception Skills)

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.

JOB TITLE	AVERAGE SALARY	PROJECTED JOBS	PROJECTED GROWTH
Administrative Assistant 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.	\$23.70/hr./\$49,290	105,200	+2/-2%
Bookkeeping/Accounting Clerk 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.	\$16.26/hr.-\$33,820	187,800	+15-21%
Medical Assistant (Administrative) 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.	\$14,12/hr.-\$29,370	560,800	+29%