AS Business Administration

This program is designed to give students an advanced understanding of business foundations including accounting and economics. Courses required for the major transfer core requirements must be evaluated by a letter grade, not by the pass (P) grade option.

Career Opportunities

Career opportunities include entry-level positions in business, such as customer service associate, relationship manager, administration assistant, assistant store manager, and sales support specialist.

Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

AS Degree Requirements
Major: Core and Selective Requirements

Complete Core Courses, 20 units		Units
ACTG 121	Financial Accounting	4 units
ACTG 131	Managerial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
ECON C2002	Principles of Macro Economics	3 units
ECON C2001	Principles of Micro Economics	3 units

Selectives Courses, choose a minimum of 9 units from the following:

Complete a minimum of 3 units from the following courses:		Units
MATH 125	Elementary Finite Mathematics	3 units
STAT C1000	Introduction to Statistics	4 units
MATH 241	Business Calculus I	5 units

Complete 6 units from the following courses:		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 103	Introduction to Business Information Systems	3 units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
BUS. 180	Marketing	3 units
BUS. 230	International Marketing	3 units
BUS. 401	Business Communications	3 units
EDUC 249	Redefining Leadership: Individuals Effecting Change	3 units

And required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.