

# Business and Computing Division

## BUSINESS ADMINISTRATION

### CERTIFICATE OF ACHIEVEMENT

The Business Administration program is designed to provide the opportunity for the transfer business major to achieve an Associate in Science degree. Students are advised to check course transferability for the school to which they intend to transfer.

#### Program Outcomes

1. Function effectively in entry-level business positions or at a four-year college business program using the skills, principles, and tools they have acquired.
2. Effectively apply and utilize the business principles and techniques they have learned in a business environment or at a four-year college business program.
3. Demonstrate effective written and/or oral skills.

#### Required Courses

Course	Course Number	Units
Financial Accounting	ACCT A101	4
Managerial Accounting	ACCT A102	4
Introduction to Business	BUS A100	3
Business Law	BUS A110	3
Business Communication	BUS A139	3
Introduction to Computer Info Systems	CIS A111	3
Microeconomics	ECON A170	3
Macroeconomics	ECON A175	3
Intro to Statistics/Honors Intro to Statistics	MATH/PSYC A160	4
Business Calculus	MATH A140	4
Or		
Calculus 1 / Honors	MATH A180/A180H	4
Or		
Honors Calculus 1 and 2	MATH A182H	5
	<b>Total Units</b>	<b>34 – 35</b>
<b>Business Administration Suggested Electives:</b>		
Accounting Information Systems 1	ACCT A110	3
Business Finance	BUS A200	3
Critical Reasoning & Writing	PHIL A150	3

#### ASSOCIATE IN SCIENCE DEGREE

Complete the Business Administration Certificate of Achievement and the Associate in Science graduation requirements as outlined in the Graduation Requirements section of the catalog.