



Business Administration

Degrees

Business Administration, Associate of Science for Transfer
 Accounting, Associate of Arts
 Administrative Office Assistant, Associate of Arts

Certificates

Bookkeeping, Certificate of Achievement
 Office Assistant, Certificate of Achievement
 Retail Management, Certificate of Achievement

General Business, Job Skills Certificate
 Office Assistant, Job Skills Certificate

Business Administration

Associate of Science for Transfer

The Associate in Science in Business Administration for Transfer degree (AS-T in Business Administration) is designed to provide students a clear transfer pathway to the CSU business administration major and completion of the business administration baccalaureate degree, to grant guaranteed admission to a CSU to a similar major with junior standing, and the ability to complete their remaining requirements within 60 semester or 90 quarter units. The Associate of Science in Business Administration for Transfer degree provides a study of key business concepts. Business Administration majors will be able to analyze business scenarios and use numerical, graphical, symbolic, and verbal representations to effectively solve problems and communicate those solutions. Business Administration majors will be able to communicate economic effects, effectively convey financial information, and explain social, political, and ethical implications of business decision-making.

To Transfer Coursework

A minimum of 26 semester units in the major with a grade of 'C' or better while maintaining a minimum grade point average of at least 2.0 in all California State University transferable coursework.

Requirements for the Associate of Arts Degree for Transfer:

- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University – Breadth Requirements.
- A minimum of 18 semester units in a major area of emphasis, as determined by the district.

- The obtainment of a minimum grade point average of 2.0.
- The completion of all courses required for the major with a 'C' or better. A 'P' (Pass) grade is not acceptable for courses in the major.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- analyze a business scenario and use numerical, graphical, symbolic, and verbal representations to effectively solve problems and communicate those solutions.
- analyze a business scenario and correctly prepare financial statements to effectively convey financial information for management decision-making.
- analyze a business scenario using the tools of economic theory to communicate economic effects on business decision making.
- analyze a business scenario and appropriately apply computer information systems and business concepts to designing and managing business documents.
- analyze a business scenario and effectively explain the social, political and ethical implications of the law to actual and hypothetical business transactions.

Total Units: 26-27

Required Courses

Course #	Name	Units
BSAD B1	Financial Accounting	4.0
BSAD B2	Managerial Accounting	3.0
BSAD B18	Business Law	3.0
ECON B1	Principles of Economics- Micro	3.0
ECON B2	Principles of Economics- Macro	3.0
MATH B22	Elementary Probability and Statistics	4.0

List A (Select 3-4 units from the following)

MATH B2	Basic Functions and Calculus for Business	4.0
MATH B23	Finite Mathematics	3.0

List B (Select 3 units from the following)

COMP B2	Introduction to Computer Information Systems	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B20	Introduction to Business	3.0

Category

Units in Major	26.0-27.0
CSU GE Breadth	37-39.0
Possible double counting of GE's	9.0
Degree Total	60.0

Accounting Associate of Arts

An Accounting degree provides students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

To Achieve the Associate in Arts

Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded an Accounting Associate in Arts degree.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- analyze and record financial transactions in a manual or computerized general ledger system.
- prepare financial statements; analyze and prepare financial information for management decision making.
- utilize current income tax resources to prepare personal income tax returns.
- communicate financial information effectively within a business environment.
- process payroll transactions in accordance with current payroll reporting requirements.

Total Units: 30.5

Required Courses

Course #	Name	Units
BSAD B53A	Introduction to Accounting 1	3.0
BSAD B53B	Introduction to Accounting 2	3.0
BSAD B54	Payroll Accounting	3.0
BSAD B55	Computer Accounting Applications	3.0
BSAD B40	Personal Finance	3.0
BSAD B51	Business Mathematics	3.0
BSAD B264	Ten-Key Proficiency	0.5
BSAD B18	Business Law	3.0
BSAD B20	Introduction to Business	3.0
BSAD B5	Human Relations and People Skills	3.0
COMP B5	Introduction to Microsoft Office	3.0

Note: BSAD B1 may be substituted for BSAD B53A and BSAD B53B.

Administrative Office Assistant Associate of Arts

The Administrative Office programs are designed to provide the skills and competencies needed to become an efficient, productive member of an office support team. Courses are designed to help students learn to analyze and coordinate office duties and systems, develop proficiency in the use of integrated software, and improve oral and written communication. Emphasis is placed on non-technical as well as technical skills. Students have the option of completing certificates and/or a two-year degree program. Designed to prepare the student for employment as office support staff to assist managers, executives, and professionals.

To Achieve the Associate in Arts

Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded an Administrative Office Assistant Associate in Arts degree.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- interact effectively in oral and written communication.
- participate in office related work experience to achieve the following desirable job qualities:
 - function as a team member.
 - demonstrate interpersonal skills on the job.
 - manage multi-tasks efficiently.
 - model professional and ethical behaviors.
 - identify soft skills such as being on time.
- demonstrate minimum acceptable skills in ten-key, keyboarding, and document processing.
- demonstrate minimum filing competencies.

Total Units: 30-32

Required Courses

Course #	Name	Units
BSAD B252A,B,C	Computer Keyboarding, Parts 1-2-3 (3 Courses, 1 unit each)	3.0
BSAD B253A,B,C	Document Processing, Part 1-2-3 (3 Courses, 1 unit each)	3.0
BSAD B287	Filing	1.5
BSAD B85/B285	Business English	3.0
BSAD B88	Office Procedures	3.0
BSAD B5	Human Relations and People Skills	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B264	Ten-Key Proficiency	0.5
BSAD B53A	Introduction to Accounting	3.0
BSAD B280	Machine Transcription	1.5
	<i>or</i>	
BSAD B48WE	Occupational Work Experience Education	1-3.0
BSAD B20	Introduction to Business	3.0
BSAD B65	Principles of Organizational Communication	3.0

Bookkeeping Certificate of Achievement

The Bookkeeping program provides students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

To Achieve the Certificate of Achievement
Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded a Bookkeeping Certificate of Achievement.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- analyze and record financial transactions in a manual or computerized general ledger system.
- prepare financial statements; analyze and prepare financial information for management decision-making.
- utilize current income tax resources to prepare personal income tax returns.
- communicate financial information effectively within a business environment.
- process payroll transactions in accordance with current payroll reporting requirements.

Total Units: 25.5

Required Courses

Course #	Name	Units
BSAD B53A	Introduction to Accounting 1	3.0
BSAD B53B	Introduction to Accounting 2	3.0
BSAD B54	Payroll Accounting	3.0
BSAD B55	Computer Accounting Applications	3.0
BSAD B51	Business Mathematics	3.0
BSAD B264	Ten-Key Proficiency	0.5
BSAD B252A	Computer Keyboarding, Part 1	1.0
BSAD B20	Introduction to Business	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B5	Human Relations and People Skills	3.0

Office Assistant Certificate of Achievement

An Office Assistant Certificate of Achievement increases the student's employability as office support staff.

To Achieve the Certificate of Achievement
Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded an Office Assistant Certificate of Achievement

Program Learning Outcomes

Upon successful completion, the student will be able to:

- interact effectively in oral and written communication.
- participate in office related work experience to achieve the following desirable job qualities:
 - function as a team member.
 - demonstrate interpersonal skills on the job.
 - manage multi-tasks efficiently.
 - model professional and ethical behaviors.
 - identify soft skills such as being on time.
- demonstrate minimum acceptable skills in ten-key, keyboarding, and document processing.
- demonstrate minimum filing competencies.

Total Units: 27-29

Required Courses

Course #	Name	Units
BSAD B252A,B,C	Computer Keyboarding, Parts 1-2-3 (3 Courses, 1 unit each)	3.0
BSAD B253A,B,C	Document Processing, Part 1-2-3 (3 Courses, 1 unit each)	3.0
BSAD B287	Filing	1.5
BSAD B85/B285	Business English	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B264	Ten-Key Proficiency	0.5
BSAD B53A	Introduction to Accounting	3.0
BSAD B5	Human Relations and People Skills	3.0
BSAD B88	Office Procedures	3.0
BSAD B280	Machine Transcription	1.5
	<i>or</i>	
WEXP B248	Occupational Work Experience Education	1-3.0
BSAD B20	Introduction to Business	3.0

Retail Management Certificate of Achievement

A Certificate of Achievement in Retail Management is designed to prepare students for entry-level employment. The Certificate will provide the student with broad-based knowledge and skills in retailing including grocery chains. This foundation can be built into many successful careers. The certificate is approved by members of the Western Association of Food Chains, all the major supermarket chains in the western 13 states. It encompasses several business essentials, including the soft skills of management and communication required for career success in the retail food industry.

To Achieve the Certificate of Achievement

Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded a Retail Management Certificate of Achievement.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- perform the duties of a supervisor or middle level manager.
- analyze and record financial transactions in a manual or computerized general ledger system.
- effectively communicate within an organization in both written and oral media.
- make legal and ethical decisions that achieve organizational objectives.

Total Units: 30-31

Required Courses

Course #	Name	Units
COMM B1	Public Speaking	3.0
COMM B7	Organizational Communication	3.0
	<i>or</i>	
BSAD B65	Principles of Organizational Communication	3.0
BSAD B51	Business Mathematics	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B9	Fundamentals of Marketing	3.0
BSAD B43	Principles of Management	3.0
BSAD B90	Fundamentals of Retailing	3.0
BSAD B5	Human Relations and People Skills	3.0
BSAD B61	Human Resources Management	3.0
BSAD B53A	Introduction to Accounting 1	3.0
	<i>or</i>	
BSAD B1	Financial Accounting	4.0

General Business Job Skills Certificate

A Job Skills Certificate in General Business will provide the student with broad-based knowledge and skills in business. These core classes provide the foundation for a variety of successful careers in business.

To Achieve the Job Skills Certificate

Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded a General Business Job Skills Certificate.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- analyze and record financial transactions in a manual or computerized general ledger system.
- perform the duties of a supervisor or middle level manager
- effectively communicate within an organization in both written and oral media.
- make legal and ethical decisions that achieve organizational objectives.

Total Units: 12

Required Courses

Course #	Name	Units
BSAD B5	Human Relations and People Skills	3.0
BSAD B20	Introduction to Business	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B53A	Introduction to Accounting 1	3.0
	<i>or</i>	
BSAD B1	Financial Accounting	4.0

Office Assistant

Job Skills Certificate

This certificate prepares students as entry-level office support staff. Students are urged to continue beyond the Job Skills Certificate and earn a Certificate of Achievement or Associate of Arts degree.

To Achieve the Job Skills Certificate

Upon completion of the following courses with at least a 'C' grade in each course, the student will be awarded an Office Assistant Job Skills Certificate.

Program Learning Outcomes

Upon successful completion, the student will be able to:

- interact effectively in oral and written communication.
- participate in office related work experience to achieve the following desirable job qualities:
 - function as a team member.
 - demonstrate interpersonal skills on the job.
 - manage multi-tasks efficiently.
 - model professional and ethical behaviors.
 - identify soft skills such as being on time.
- demonstrate minimum acceptable skills in ten-key, keyboarding, and document processing.
- demonstrate minimum filing competencies.

Total Units: 11

Required Courses

Course #	Name	Units
BSADB252A,B,C	Computer Keyboarding, Parts 1-2-3 (3 Courses, 1 unit each)	3.0
BSAD B287	Filing	1.5
BSAD B85/B285	Business English	3.0
COMP B5	Introduction to Microsoft Office	3.0
BSAD B264	Ten-Key Proficiency	0.5