

## Business Administration

A.S.-T DEGREE: 60 units



### DESCRIPTION

The Associate in Science in Business Administration for Transfer Degree (A.A.-T) is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration.

The A.A.-T therefore necessarily requires the completion of a general education sequence of courses, as well as specific preparation for upper-division business administration coursework.

### ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:

- ▶ Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  1. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- ▶ Obtainment of a minimum grade point average of 2.0.

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a 'pass-no-pass' basis.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Apply communication principles and appropriate information technology to the production of emails, letters, memos, resumes, reports, and various other documents.
- ▶ Describe existing and emerging information technologies that assist in effective business decision-making or facilitate communication.
- ▶ Discuss the causes of macroeconomic (business cycle) fluctuations, and the effects these fluctuations have on business owners.
- ▶ Apply cost-benefit analysis to resource allocation choices made in a business setting.
- ▶ Explain accounting terminology, concepts, principles, and frameworks.
- ▶ Perform accounting-related calculations, and demonstrate the ability to use accounting methods and procedures, to solve accounting and business related questions and problems.

- ▶ Apply legal analysis in planning and decision making to avoid legal conflicts in business decisions.
- ▶ Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing environment.

<b>REQUIREMENTS: (17 UNITS)</b> . . . . .	
ACCT20	Financial Accounting . . . . . 4
ACCT21	Managerial Accounting . . . . . 4
ECON1	Principles of Macroeconomics . . . . . 3
ECON2	Principles of Microeconomics . . . . . 3
BUS80	Business Law . . . . . 3

### LIST A - SELECT ONE COURSE (3 - 4 UNITS)

MATHS	Introduction to Statistics . . . . . 3
MATH6	Calculus for Business / Social Science . . . . . 3
MATH7	Finite Mathematics . . . . . 3
BUS11 or	Statistics for Business and Economics . . . . . 4
ECON11	Statistics for Business and Economics . . . . . 4

### LIST B - SELECT 2 COURSES

(Any course not used in List A (3-4 units))

CSIS2	Computers in Business . . . . . 4
BUS1 or	Fundamentals of Business . . . . . 3
BUS100	Business Correspondence . . . . . 3

**UNITS REQUIRED FOR THE MAJOR: 26 - 28 DOUBLE COUNTED UNITS: CSU: 9; IGETC: 9**

**GENERAL EDUCATION REQUIREMENTS: CSU GE: 39; IGETC: 37**

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".

**ELECTIVES NEEDED TO GET TO 60 UNITS: CSU: 2 - 4; IGETC: 4 - 6**

## Business Computer Applications

A.S. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 21 units

### DESCRIPTION

The Computer Applications Option prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities. Career opportunities include general office work, document preparation, technical support, help desk training and support, word processing, administrative secretary and administrative services.

### PROGRAM LEARNING OUTCOMES

After completing this degree or certificate a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

### REQUIREMENTS

Choose 21 units from the following list of courses: (21 UNITS)

CSIS1 or	Computer Literacy - MS Office . . . . .	2
CSIS2	Computers in Business. . . . .	4
CSIS6 or	Webpage Authoring . . . . .	3
DM6	Webpage Authoring . . . . .	3
CSIS8	Introduction to the Internet . . . . .	1
CSIS10	Introduction to Programming using BASIC. . . . .	3
CSIS73 or	Desktop Publishing - Adobe InDesign . . . . .	3
DM73	Desktop Publishing - Adobe InDesign . . . . .	3
CSIS75 or	Photoshop I - Adobe Photoshop . . . . .	3
DM75 A	Photoshop I - Adobe PhotoShop . . . . .	3
ACCT121 or	Spreadsheet - MS Excel . . . . .	1-2
CSIS121	Spreadsheet - MS Excel . . . . .	1-2
CSIS124	Windows Fundamentals . . . . .	1
CSIS126	Word Processing - MS Word . . . . .	2
CSIS128	Database - MS Access. . . . .	2
CMUN129 or	Presentation Graphics - MS PowerPoint. . . . .	1
CSIS129	Presentation Graphics - MS PowerPoint. . . . .	1
CSIS132	Intermediate Word Processing - MS Word. . . . .	2
CSIS134	Intermediate Excel . . . . .	2
CSIS181	PC Hardware . . . . .	4
CSIS182	Operating Systems. . . . .	4

*Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.*

### RECOMMENDED ELECTIVES:

CSIS7 or	Web Page Authoring II . . . . .	2
DM7	Web Page Authoring II . . . . .	2
CSIS73 or	Desktop Publishing - Adobe InDesign . . . . .	3
DM73	Desktop Publishing - Adobe InDesign . . . . .	3

### FOR ASSOCIATE DEGREE COMPLETE

#### GENERAL EDUCATION REQUIREMENTS: (35 -39)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".

**Electives: Sufficient to get to 60 units**

## Business Emphasis

A.A. DEGREE: 60 units

### DESCRIPTION

The Business emphasis is designed to provide students with a broad background in business.

### PROGRAM LEARNING OUTCOMES

Students will develop a solid foundation in economic theory and practice. They will examine market forces and gain financial management analytical experience. Students will learn to use technical skills to analyze, synthesize and report data so that it can be used to make informed decisions.

### REQUIREMENTS:

Choose any combination of courses for a minimum of 6 units:

#### BUSINESS:UNITS: (18 UNITS)

BUS1	Fundamentals of Business . . . . .	3
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#### ECONOMICS:

ECON1	Principles of Macroeconomics . . . . .	3
ECON2	Principles of Microeconomics . . . . .	3

Choose any combination of courses for a minimum of 12 units:

#### ACCOUNTING:

ACCT20	Financial Accounting . . . . .	4
ACCT21	Managerial Accounting . . . . .	4

#### BUSINESS:

BUS11	Statistics for Business and Economics. . . . .	4
BUS14	Personal Finance . . . . .	3
BUS80	Business Law . . . . .	3

## COMPUTER SCIENCE & INFORMATION SYSTEMS:

CSIS1	Computer Literacy - MS Office . . . . .	2
CSIS2 or	Computers in Business. . . . .	4
CSIS2L	Computers in Business Lab . . . . .	1

## ECONOMICS:

ECON1	Principles of Macroeconomics . . . . .	3
ECON2	Principles of Microeconomics . . . . .	3
ECON11	Statistics for Business and Economics. . . . .	4

## GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule"

## General Business

*A.A. DEGREE: 60 units*

*CERTIFICATE OF ACHIEVEMENT: 18 - 22 units*

### DESCRIPTION

The Associate's Degree program is designed for students pursuing a four-year degree in business. Transfer Students: Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty or counselor.

### PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- ▶ Analyze common business transactions and link them to the appropriate financial statements.
- ▶ Analyze the impact of shifts in supply and demand upon equilibrium price and quantity. Students who transfer to four-year colleges will have the appropriate background to successfully pursue a four-year Business degree.

### REQUIREMENTS (18 - 22 UNITS)

ACCT20	Financial Accounting . . . . .	4
ACCT21	Managerial Accounting . . . . .	4
ECON1	Principles of Macroeconomics . . . . .	3
ECON2	Principles of Microeconomics . . . . .	3

## CHOOSE ONE:

MATH5 or	Introduction to Statistics . . . . .	3
BUS11 or	Statistics for Business and Economics. . . . .	4
ECON11	Statistics for Business and Economics. . . . .	4

## CHOOSE ONE:

CSIS2L or	Computers in Business Lab . . . . .	1
CSIS2	Computers in Business. . . . .	4

## ELECTIVES (0 - 9 UNITS)

Students must take additional courses from the Recommended Business Electives list to complete 18 units exclusively in the major if any of the above courses were used to satisfy General Education requirements.

### RECOMMENDED ELECTIVES:

BUS1	Fundamentals of Business . . . . .	3
BUS80	Business Law . . . . .	3
MATH1A	Single-Variable Calculus and Analytic Geometry. . . . .	4
MATH1B	Single-Variable Calculus and Analytic Geometry. . . . .	4
MATH1C	Multivariable Calculus . . . . .	4
MATH2	Linear Algebra . . . . .	3
MATH2C	Differential Equations . . . . .	3
MATH6	Calculus for Business/Social Science . . . . .	3
MATH7	Finite Mathematics . . . . .	3
MATH8A	First Half of Precalculus . . . . .	4
MATH8B	Second Half of Precalculus . . . . .	4

## FOR ASSOCIATE DEGREE COMPLETE

### GENERAL EDUCATION REQUIREMENTS: (35 -39 UNITS)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".

## General Office Skills Option

A.A. DEGREE: 60 units

CERTIFICATE OF ACHIEVEMENT: 19.5-31.5 units

### DESCRIPTION

Students will have entry-level office skills. For those who do not already have a degree, the A.A. option is preferred by employers.

### PROGRAM LEARNING OUTCOMES

After completing this degree or certificate a student will demonstrate the ability to solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

### PROGRAM REQUIREMENTS:

#### BUSINESS CORE COURSES (9 - 19 UNITS)

CSIS8	Introduction to the Internet . . . . .	1
MATH402	Pre-Algebra . . . . .	3
MATH411	Integrated Pre-Algebra . . . . .	6

#### CHOOSE ONE:

ACCT20	Financial Accounting . . . . .	4
ACCT103	General Office Accounting . . . . .	3

#### CHOOSE ONE:

CSIS1	Computer Literacy - MS Office . . . . .	2
CSIS2L or	Computers in Business Lab . . . . .	1
CSIS2	Computers in Business. . . . .	4

#### CHOOSE ONE:

ECON1	Principles of Macroeconomics . . . . .	3
BUS1	Fundamentals of Business . . . . .	3

#### ONE OF THE FOLLOWING:

BOT191A	Workplace Skills . . . . .	1
BOT191B	Workplace Skills . . . . .	1
BOT191C	Workplace Skills . . . . .	1

#### CHOOSE ONE:

BOT100 or	Business Correspondence . . . . .	3
BUS100	Business Correspondence . . . . .	3
ENGL250	Practical Writing . . . . .	3

Eligible for English 1A

#### ADDITIONAL REQUIREMENTS: (4.5 - 6.5 UNITS)

CSIS112	Keyboard Speed Building . . . . .	0.5-1
CSIS122	Computer Keyboarding . . . . .	0.5-2
CSIS124	Windows Fundamentals . . . . .	1
BOT112	Business Computations with Machines . . . . .	0.5
CSIS126	Word Processing - MS Word . . . . .	2

#### CHOOSE 6 UNITS FROM THE FOLLOWING LIST:

CSIS6 or	Webpage Authoring . . . . .	3
DM6	Webpage Authoring . . . . .	3
CSIS7 or	Web Page Authoring II . . . . .	2
DM7	Web Page Authoring II . . . . .	2
CSIS73 or	Desktop Publishing - Adobe InDesign . . . . .	3
DM73	Desktop Publishing - Adobe InDesign . . . . .	3
CSIS75 or	Photoshop I - Adobe Photoshop . . . . .	3
DM75	Photoshop I - Adobe PhotoShop . . . . .	3
CSIS120 or	Computerized Accounting - QuickBooks . . . . .	3
ACCT120	Computerized Accounting - QuickBooks . . . . .	3
CSIS121 or	Spreadsheet - MS Excel . . . . .	1 - 2
ACCT121	Spreadsheet - MS Excel . . . . .	1 - 2
DM74 or	Advanced PhotoShop . . . . .	3
CSIS74	Advanced PhotoShop . . . . .	3
DM85 or	Web Development and Design . . . . .	3
CSIS85	Web Development and Design . . . . .	3
BUS14 or	Personal Finance . . . . .	3
ECON14	Personal Finance . . . . .	3
ACCT105	Payroll Accounting . . . . .	3
ACCT111	Introduction to Income Tax . . . . .	3
CSIS132	Intermediate Word Processing - MS Word . . . . .	2
CSIS134	Intermediate Excel . . . . .	2

#### FOR ASSOCIATE DEGREE COMPLETE

#### GENERAL EDUCATION REQUIREMENTS: (35 -39)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".

## Medical Office Option

*A.A. DEGREE: 60 units*

*CERTIFICATE OF ACHIEVEMENT: 22.5-36 units*

### DESCRIPTION

Students will have entry-level job skills for the medical front office. For those who do not already have a degree, the A.A. option is preferred by employers.

### PROGRAM LEARNING OUTCOMES

After completing this degree or certificate a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

### PROGRAM REQUIREMENTS:

#### BUSINESS CORE COURSES : (9 - 19 UNITS)

CSIS8	Introduction to the Internet . . . . .	1
MATH402	Pre-Algebra . . . . .	3
MATH411	Integrated Pre-Algebra. . . . .	6

#### CHOOSE ONE:

ACCT20	Financial Accounting . . . . .	4
ACCT103	General Office Accounting . . . . .	3

#### CHOOSE ONE:

CSIS1	Computer Literacy - MS Office . . . . .	2
CSIS2L or	Computers in Business Lab . . . . .	1
CSIS2	Computers in Business. . . . .	4

#### CHOOSE ONE:

ECON1	Principles of Macroeconomics . . . . .	3
BUS1	Fundamentals of Business . . . . .	3

#### ONE OF THE FOLLOWING:

BOT191A	Workplace Skills . . . . .	
BOT191B	Workplace Skills . . . . .	
BOT191C	Workplace Skills . . . . .	

#### CHOOSE ONE:

BOT100 or	Business Correspondence . . . . .	3
BUS100	Business Correspondence . . . . .	3
ENGL250	Practical Writing . . . . .	3
Eligible for English 1A		

#### ADDITIONAL REQUIREMENTS: (13.5 - 17 UNITS)

BOT180	Medical Terminology for the Office . . . . .	3
BOT181	Medical Billing . . . . .	3
BOT182	Medical Office Procedures . . . . .	3
CSIS122	Computer Keyboarding . . . . .	0.5-2

CSIS124	Windows Fundamentals . . . . .	1
CSIS126	Word Processing - MS Word . . . . .	2

#### CHOOSE ONE:

CSIS120 or	Computerized Accounting - QuickBooks . . . . .	3
ACCT120	Computerized Accounting - QuickBooks . . . . .	3
CSIS121 or	Spreadsheet - MS Excel . . . . .	1 - 2
ACCT121	Spreadsheet - MS Excel . . . . .	1 - 2
CSIS128	Database - MS Access. . . . .	2

#### FOR ASSOCIATE DEGREE COMPLETE GENERAL EDUCATION REQUIREMENTS: (35 -39)

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".

