

REQUIREMENTS:**I. California State University (CSU) General Education Breadth**

1. Complete CSU General Education Breadth (see Degree Requirements and Transfer Information section).
2. Earn a grade of "C" or better in 30 of the required 39 semester units of general education to include all courses in Area A and the Mathematical/Quantitative Reasoning courses in Area B.
3. Credit earned through external examinations, i.e., AP, will be applied towards general education in accordance with Cuyamaca College policies. Please note: This may be different than how the external exam is used on a CSU certification.
4. Complete a minimum of 18 units in an Area of Emphasis (listed below).
5. Complete a minimum of 60 degree applicable CSU transferable semester units.
6. Earn a cumulative GPA of 2.0 in all college course work completed.
7. Meet Cuyamaca College residence requirements for graduation (see Admission Information).

OR**II. Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC**

1. Complete IGETC Certification (see Degree Requirements and Transfer Information section).
2. Earn a grade of "C" or better in all IGETC courses.
3. Credit earned through external examinations, i.e., AP, will be applied in accordance with Cuyamaca College policies. Please note: This may be

different than how the external exam is used on an IGETC certification.

4. Complete a minimum of 18 units in an Area of Emphasis (listed below).
5. Complete a minimum of 60 degree applicable UC transferable semester units for UC University Studies.
6. Earn a cumulative GPA of 2.0 in all college course work completed.
7. Meet Cuyamaca College residence requirements for graduation (see Admission Information).

AND**III. Area of Emphasis**

- A. Business and Economics
- B. Communication and Language Arts
- C. Humanities and Fine Arts
- D. Science and Mathematics
- E. Social and Behavioral Sciences

While 18 units are required in a specific area to meet the requirements of the degree, it is strongly recommended that as many lower division preparation for the major courses as possible be completed at the community college prior to transfer. Some baccalaureate majors and four-year institutions require a higher GPA than is necessary for the associate degree. Courses that are not UC-transferable will not be used in the UC University Studies Area of Emphasis Degrees. Completion of the University Studies degree does not guarantee admission to a four-year institution.

Courses for the Associate in Arts in University Studies with an Emphasis in Social and Behavioral Sciences focus on the study and understanding of human behavior. Students will evaluate and interpret human societies; the institutions, organizations, and the groups that form them; the ways in which individuals and groups relate to one another; and various approaches and methodologies of the disciplines. Students completing this area may be interested in the following baccalaureate

majors: anthropology, child development, education, history, nutrition, political science, psychology, social work, and sociology. Students must complete a minimum of six units in Social Science and six units in Behavioral Science. The remaining six units may be taken from either category.

Program Learning Outcomes

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

- Describe general principles of the political institutions and government of the United States.
- Demonstrate an understanding and appreciation of social, political, and economic institutions within a historical perspective.
- Evaluate the ways people act and interact in cultures, societies and social subgroups.
- Assess how social issues are influenced by geographical and historical processes.
- Apply knowledge of social and behavioral sciences theories and scientific methods in an assessment of real-world problems.

Social Science

ANTH 120, 140
 BIO 134
 ECON 110, 120, 121
 GEOG 106, 130
 HIST 100, 101, 105, 106, 108, 109, 118, 119, 122, 123, 130, 131, 132, 180, 181, 275, 276, 277
 POSC 120, 121, 124, 130, 140, 170*
 SOC 114*, 120, 125, 130, 140*
 SPAN 145

Behavioral Science

CD 115, 125, 131, 145
 COMM 110, 124
 HED 120, 201, 203, 204, 251*
 NUTR 158
 PSY 120, 125, 134, 138, 140, 150, 170, 201*, 211*, 220

*Course not UC-transferable

BUSINESS**ACCOUNTING**

This degree program is designed to prepare students to enter the workforce as accounting technicians or tax technicians. The curriculum is supported by related business courses and a strong general education program for students interested in qualifying for responsible positions in accounting. *Designed for a two-year degree or certificate. Students interested in pursuing a bachelor's degree in accounting should consult the catalog of the transfer institution for specific requirements.*

Program Learning Outcomes

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

- Use personal and ethical frameworks to respond to ethical dilemmas.
- Articulate the role of accounting within economic or industry environments through effective communication.
- Demonstrate analytical and information technology skills needed to solve business problems or give recommendations to improve business processes.

CAREER OPPORTUNITIES

- * Auditor
- * Budgeter
- * Bank Examiner
- Bookkeeper
- * Cost Accountant
- * Certified Accountant
- * Controller
- Credit Card Clerk
- Securities Clerk
- * Systems Analyst
- * Tax Specialist/Accountant
- * Treasurer
- * Bachelor Degree or higher required

Associate in Science Degree Requirements:

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 122	Intermediate Accounting	4
BUS 124	Auditing	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
BUS 150	Individual Income Tax Accounting	3
BUS 162	Analysis of Financial Statements	3
BUS 176	Computerized Accounting Applications	2

CIS 110	Principles of Information Systems	4
	Total Required	33
	Plus General Education Requirements	

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Accounting. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

BOOKKEEPING CERTIFICATE

This certificate is for students who need very specific training in the area of bookkeeping, either to obtain the necessary skills for an entry level office position, start their own business, or provide technical competence for advancement within the office environment.

Program Learning Outcomes

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

- Apply bookkeeping concepts, principles, standards and processes.
- Demonstrate information technology skills as they apply to today's business environment to solve business problems and to communicate those solutions.
- Use personal and ethical frameworks to respond to ethical dilemmas.

Certificate Requirements:

Course	Title	Units
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 174	Computer Concepts and Applications	3
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 128	Business Communication	3
or		
BUS 125	Business Law	3
BUS 129	Payroll Accounting and Business Taxes	2
BUS 176	Computerized Accounting Applications	2
	Total Required	16-17

Note: BUS 109 may be taken instead of BUS 120 for the Bookkeeping certificate only.

Certificate of Achievement

Students who complete the requirements above qualify for a Certificate in Bookkeeping. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

BUSINESS



Associate Degree for Transfer™

I. BUSINESS ADMINISTRATION FOR TRANSFER (AS-T)

This program is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. This major aligns with the California State University (CSU) Bachelor of Science in Business Administration.

The following is required for the AS-T in Business Administration for Transfer degree:

1. Minimum of 60 semester or 90 quarter CSU-transferable units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework.
3. Minimum of 18 semester or 27 quarter units in the major.
4. A grade of "C" or better in all courses required for the major.
5. Certified completion of the California State University General Education (CSU GE) Breadth pattern OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern; see Degree Requirements and Transfer Information section for more information. Note: If following IGETC, IGETC-CSU must be followed for admission to a CSU.

Program Learning Outcomes

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

- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or entrepreneurial opportunities and effectively communicate recommendations for courses of actions.

Associate in Science Degree Requirements:

Core Curriculum:

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
		<u>17</u>

List A: Select one of the following:

MATH 160*	Elementary Statistics	4
MATH 178*	Calculus for Business, Social and Behavioral Sciences	4
		<u>4</u>

List B: Select two of the following

BUS 128*	Business Communication	3
CIS 110	Principles of Information Systems	4
Any course from List A not selected above*		4
		<u>7-8</u>

Total Units for Major (9 units may be double-counted with GE)	28-29
Total Units for CSU GE Breadth or IGETC-CSU	37-39
Total Transferable Elective Units	1
Total Units for Degree	60

*Students planning to transfer to SDSU are strongly encouraged to complete Math 160, Math 178, and BUS 128.

Please note: SDSU accepts this degree for students transferring into Business Administration (Financial Services) or Business Administration (General) majors.

II. BUSINESS ADMINISTRATION

This degree program is designed to provide students who choose to work toward a bachelor's degree a well-balanced introduction to a professional career in business. The curriculum fulfills the lower division requirements for most majors in the School of Business Administration at San Diego State University and is typical of requirements at other four-year schools. For specific requirements, transfer students should consult the catalog of their selected institution.

Program Learning Outcomes

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

- Apply accounting concepts and methods to interpret financial statements for evaluating the financial position and performance of organizations.
- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or opportunities and effectively communicate recommendations for courses of actions.

CAREER OPPORTUNITIES

- * Advertising/Marketing Manager
- * Agricultural Marketing Specialist
- * Banker
- * Broker Consultant
- * Computer Operations Specialist
- * Credit Investigator
- * Economic Forecaster
- * Financial Analyst
- * Hospital Administrator
- * Import/Export Agent
- * Market Research Analyst
- * Personnel Manager
- * Real Estate Broker/Agent
- * Retail Manager
- * Securities Analyst/Trader
- * Bachelor Degree or higher required

Associate in Science Degree Requirements:

Course	Title	Units
BUS 120	Financial Accounting	4
BUS 121	Managerial Accounting	4
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
CIS 110	Principles of Information Systems	4
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3
MATH 160	Elementary Statistics	4
MATH 178	Calculus for Business, Social and Behavioral Sciences	4
	Total Required	<u>32</u>
	Plus General Education Requirements	

Recommended Elective: BUS 156

Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business Administration. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.

III. BUSINESS-GENERAL

This degree program is designed to develop and foster those skills and understandings which can be utilized for employment in an increasingly challenging business environment. The curriculum provides students with a broad preparation for a career in business. Business courses are included which provide a solid background for future promotion in a chosen occupational area. The degree is designed for students who do not plan to transfer to a four-year college or university.

Program Learning Outcomes

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

- Apply accounting concepts and methods to interpret financial statements for evaluating the financial position and performance of organizations.
- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or opportunities and effectively communicate recommendations for courses of actions.

CAREER OPPORTUNITIES

- Administrative Assistant
- Bookkeeper
- * Budget Consultant
- Buyer
- Conciliator
- * Credit Analyst
- Employment Interviewer
- * Hospital Administrator
- Sales Agent
- * Trust Officer
- * Bachelor Degree or higher required

Associate in Science Degree Requirements:

Course	Title	Units
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 115	Human Relations in Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
BUS 161	Business Internship	1-3
BUS 195	Principles of Money Management for Success	3