

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
		<hr/> 17

List A: Select one of the following:

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

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
		<hr/> 7-8

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		<hr/> 32
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

BOT 174	Computer Concepts and Applications	3
or		
CIS 110	Principles of Information Systems	4
ECON 110	Economic Issues & Policies	3
or		
ECON 120	Principles of Macroeconomics	3
	Total Required	25-29
	Plus General Education Requirements	

Certificate of Achievement

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

IV. ENTREPRENEURSHIP-SMALL BUSINESS MANAGEMENT

This degree program provides a course of study for students who are interested in developing an appreciation and understanding of the functional areas within the small business environment. The degree provides a working knowledge of small business operations to both the prospective business person as well as the owner/manager of an existing business.

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.
- Demonstrate an understanding of the requirements to start a new venture, including the basics of leadership, team building, finance, marketing and management.

CAREER OPPORTUNITIES

Small Business Owner/Manager
 Entrepreneur
 Intrapreneur (acting as an entrepreneur within a large company)
 Franchisee
 Consultant
 Assistant Manager
 Small Business Specialist
 Associate Account Manager
 Small Business Developer
 Business Assistant Coordinator

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 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 128	Business Communication	3
		15-16

Select two of the following:

BUS 112	Craft Entrepreneur	2
BUS 115	Human Relations in Business	3
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
		4-6

Select at least three units from the following:

BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 116	Essential Access	1
BOT 117	Essential PowerPoint	1
BOT 132	Google Applications for Business	3
BOT 174	Computer Concepts and Applications	3
		3
	Total Required	22-25
	Plus General Education Requirements	

Certificate of Achievement

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

V. CRAFT INDUSTRIES ENTREPRENEURSHIP**Certificate of Specialization**

The Craft Industries program is designed to provide those entering this highly charged business environment with the basic skills to make it happen. Each student will build their business from the bottom up by understanding the standards and innovative solutions to the practical components of establishing any operational business model. The program is unique; it incorporates the traditional entrepreneurship theory mixed with down-to-earth tools and applications, while keeping in sight its ultimate goal of providing a means for the student to launch their craft business.

Program Learning Outcomes

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

- Demonstrated understanding of the Craft Industry's environment and its relationship to the many facets of entrepreneurship.
- Demonstrated competency in management practices, in particular business's role in achieving sustainability, and ethical and civic responsibility.

ENTREPRENEURSHIP OPPORTUNITIES

Small businesses that include:
 Breweries and Brewpubs
 Coffee Shops and Roasters
 Artisan Foods
 Cultivation and Production Management
 Handmade Textiles
 Manufacturing and Production
 Material Suppliers for Artisans

Certificate Requirements:**Core Curriculum:**

Course	Title	Units
BUS 112	Craft Entrepreneur	2
BUS 111	Entrepreneurship: Starting and Developing a Business	3
BUS 125	Business Law: Legal Environment of Business	3
BUS 109	Elementary Accounting	3
		11
Select at least four units from the following:		
BOT 107	Office Systems and Procedures	2
BOT 114	Essential Word	1
BOT 115	Essential Excel	1
BOT 117	Essential PowerPoint	1
BOT 132	Google Applications for Business	3
BOT 151	Using Microsoft Outlook	1
		4
	Total Required	15

BUSINESS OFFICE TECHNOLOGY**I. BUSINESS OFFICE TECHNOLOGY**

This degree program prepares students for employment in today's business offices which are technology intensive. The curriculum is also appropriate for those wishing to update current skills. Emphasis is on the computerized office and development into supervisory positions.

Program Learning Outcomes

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

- Explain the basic language and concepts within the field of business office technology.
- Use computer input devices (e.g., keyboard and mouse) to properly and efficiently create and edit documents in word processing, spreadsheet, and presentation programs such as Word, Excel, and PowerPoint, and electronic communications such as email.

CAREER OPPORTUNITIES

Account Clerk
 Administrative Assistant
 Bank Teller
 Billing Clerk
 Bookkeeper
 Brokerage Clerk
 Computer Operator
 Court Clerk
 Customer Service Representative
 Executive Assistant
 Executive Secretary
 File Clerk
 General Office Clerk
 Hotel/Motel Desk Clerk
 Information Clerk
 Insurance Clerk
 Legal Secretary
 Loan/Credit Clerk
 Medical Secretary
 Office Manager
 Personnel Clerk
 Real Estate Clerk
 Secretary
 Word Processing Specialist

Associate in Science Degree Requirements:

Course	Title	Units
BOT 100	Basic Keyboarding	1
BOT 101AB	Keyboarding/ Document Processing I-II	3
BOT 102AB	Intermediate Keyboarding/ Document Processing I-II	3
BOT 107	Office Systems and Procedures	2
BOT 120-122	Comprehensive Word Levels I-III	3
BOT 174	Computer Concepts and Applications	3
BUS 128	Business Communication	3
		18

Select at least six units from the following:

BOT 119	Windows for the Information Worker	2
BOT 123-125	Comprehensive Excel Levels I-III	3
BOT 223-225	Office Work Experience	1-3
BUS 109	Elementary Accounting	3
or		
BUS 120	Financial Accounting	4
BUS 156	Principles of Management	3
BUS 176	Computerized Accounting Applications	2
		6
	Total Required	24
	Plus General Education Requirements	