

BUSINESS - MANAGEMENT - ASSOCIATE IN SCIENCE

The Business Department offers Associate in Science degrees and certificate programs in three major areas: Entrepreneurship, Management, and Marketing. The degree programs require a total of at least 60 units. Several levels of certificates are available in each of the three areas of concentration. The certificate programs can be completed without the requirements of General Education.

The business programs are designed for students who are planning to begin a business career, preparing to assume positions of responsibility, or planning to operate their own businesses. The following is a brief description of the emphasis in Management: This program is designed with consideration of the skills in management and supervision in today's ever-changing business environment. Students are introduced to a variety of subjects including fundamentals of management, marketing, advertising, human relations, leadership, and international business.

A grade of "C" or better is required for each course in the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major or area of emphasis if the course is taken on a Pass/No Pass basis.

CAREER OPTIONS:

- Entry-Level Supervisor

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

- Identify the purpose of business and its functional objectives.
- Explain fundamental business structure and basic organizational responsibilities.
- Apply an understanding and working knowledge of basic business terminologies.
- Demonstrate familiarity with basic elements of managing a small business or its components.
- Describe various business functions in order to prepare for employment in business or to prepare for advancement into upper division course work.
- Interpret and communicate findings of financial information for management, investors, clients, stakeholders, and other interested users.
- Demonstrate the basic applications of presentation, advertising, and promotion which emphasize integrated marketing communication to a diverse audience.
- Practice effective written and oral skills in explaining solutions to practical business problems.
- Provide an intelligent interpretation of and show a proper use of business statements.
- Explain how legal concepts are sustained by the various laws and regulations affecting business, managers, employees, investors, customers, and suppliers.
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solution for business opportunities and problems.
- Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment.

- Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the international marketplace.
- Explain the importance of the practice high ethical standards in all contacts with various stakeholders by all members of the business community.
- Demonstrate how to develop, recognize, and practice high ethical standards in all contacts with various stakeholders which maintain equity and implement fair business practices.
- Analyze the inter-relationship of legal, ethical, social, and philanthropic efforts of a business as it relates to the business products, services and activities.
- Collect, classify, and record data used to create intelligent information for business decision making.
- Show familiarity with applications of technology in the communication and marketing of business products or services.
- Create and produce documentable solutions to business problems and challenges.
- Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format

Major Requirements

Course	Title	Credits
Required Courses:		
BUS 071	Legal Environment of Business	3
BUS 082	Introduction to Business	3
BUS 113	Principles of Management	3
BUS 135	Human Relations and Leadership	3
CIS 041	Introduction to Computer Information Systems	3
Complete one of the following courses:		3-5
ACCTG 020	Financial Accounting	
	or ACCTG 10 Bookkeeping for Small Business	
Plus an additional 18-20 units from the following:		
Students may take STAT C1000 or BUS 060, but not both.		
ACCTG 021	Managerial Accounting	5
BUS 068	Entrepreneurship and Small Business Management	3
BUS 112	Advertising, Promotion, and Sales	3
BUS 120	Marketing Principles	3
BUS 124	International Marketing	3
BUS 126	Retail Management	3
ECON 010A	Principles of Macroeconomic Theory	3
ECON 010B	Introduction to Microeconomic Theory	3
ENGL 001B	English Composition	3
MATH 061	Finite Mathematics	3
STAT C1000	Introduction to Statistics	3
	or BUS 060 Fundamentals of Business Statistics	
Total Units		36-40

AS Degree Requirements

Course	Title	Credits
	Major Requirements	36-40
	General Education Requirements	27

2 Business - Management - Associate in Science

Complete two courses for the U.S. History, Constitution,
and American Ideals Requirement (US-1, US-2, and US-3)

Total Units 63-67