

## BUSINESS ADMINISTRATION

### ASSOCIATE IN ARTS DEGREE

The Business Administration Associate in Arts Degree is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Business Administration education also helps students understand basic business functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

| <b>BUSINESS CORE COURSES (12.0 UNITS):</b>   |   | <b>UNITS</b> |
|--|---|--------------|
| BA 100                                       | Fundamentals of Business                      | 3            |
| BA 120                                       | Management – Accounting and Internal Control  | 3            |
| BA 132                                       | Computer Applications for Managers            | 3            |
| BA 156                                       | Motivational Presentation Skills for Managers | 3            |
| or BCOT 148                                  | Effective Business Presentations              | (3)          |
| or BCOT 247                                  | Managerial Business Communications            | (3)          |
| or SPCH 100                                  | Fundamentals of Oral Communication            | (3)          |
| or SPCH 130                                  | Fundamentals of Speaking                      | (3)          |
|  | Subtotal:                                     | 12.0         |
| <b>DEGREE SPECIFIC COURSES (12.0 UNITS):</b> |   | <b>UNITS</b> |
| BA 113                                       | Legal Environment of Business                 | 3            |
| or LAW 110                                   | Business Law                                  | (3)          |
| BA 114                                       | Marketing                                     | 3            |
| BA 115                                       | Management-Business                           | 3            |
| BA 205                                       | Organizational Leadership                     | 3            |
| or BA 208                                    | Leadership for Women in Business              | (3)          |
| or WGS 208                                   | Leadership for Women in Business              | (3)          |
|  | Subtotal                                      | 12           |
|  | Total Degree Requirements                     | 24           |

### REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: PLAN A, PLAN B, AND PLAN C

Complete 60 units to include 1) the Business Core courses (12.0 units) and Degree Specific courses (12.0 units) listed above with a grade of "C" or higher or "Pass." 2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

**NOTE:** Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

## BUSINESS ADMINISTRATION

### CERTIFICATE OF ACHIEVEMENT

The Business Administration Certificate of Achievement is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Business Administration education also helps students understand basic business functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

| <b>BUSINESS CORE COURSES (12.0 UNITS):</b>        |   | <b>UNITS</b> |
|---|---|--------------|
| BA 100  | Fundamentals of Business                      | 3            |
| BA 120  | Management – Accounting and Internal Control  | 3            |
| BA 132  | Computer Applications for Managers            | 3            |
| BA 156  | Motivational Presentation Skills for Managers | 3            |
| or BCOT 148                                       | Effective Business Presentations              | (3)          |
| or BCOT 247                                       | Managerial Business Communications            | (3)          |
| or SPCH 100                                       | Fundamentals of Oral Communication            | (3)          |
| or SPCH 130                                       | Fundamentals of Speaking                      | (3)          |
|   | Subtotal:                                     | 12           |
| <b>CERTIFICATE SPECIFIC COURSES (12.0 UNITS):</b> |   | <b>UNITS</b> |
| BA 113  | Legal Environment of Business                 | 3            |
| or LAW 110  | Business Law                                  | (3)          |
| BA 114  | Marketing                                     | 3            |
| BA 115  | Management-Business                           | 3            |
| BA 205  | Organizational Leadership                     | 3            |
| or BA 208   | Leadership for Women in Business              | (3)          |
| or WGS 208  | Leadership for Women in Business              | (3)          |
|   | Subtotal:                                     | 12           |
|   | Total Certificate Requirements                | 24           |

### REQUIREMENTS FOR A BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT:

Complete the Business Core courses (12.0 units) and the Certificate Specific courses (12.0 units) listed above with a grade of "C" or higher or "Pass."

**NOTE:** Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.