BUSINESS ADMINISTRATION, ASSOCIATE IN SCIENCE

The Associate in Science degree in Business Administration offers courses in law, marketing, human resources, and leadership that prepare students to enter the business field in positions above entry-level. The degree also includes the broad benefits of the MPC general education requirements. The Business Administration certificate of achievement must be completed before or as part of the associate degree. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (AS-T in Business Administration) degree.

Learning Outcomes

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

- Develop a familiarity with multiple aspects of business and the relationships among them.
- Apply quantitative information competencies to manage business resources and communicate results.
- Apply current management strategies and practices in the global business environment.
- Apply core marketing or communication practices to business situations.
- Evaluate and develop effective business strategies that embrace the power of diversity.
- Demonstrate specific small business operational skills in the areas of technology, leadership, or human resources.
- Analyze and evaluate complex issues or problems, draw reasoned conclusions and/or generate solutions, and effectively communicate their results.

Associate in Science Degree Major Requirements

Code	Title	Units
Certificate of Achievement in Business Administration Requirements		
Select one from the following contextual overview courses:		3
BUSI 18	Business Law	
BUSI 20	Introduction to Business	
Select one from the following marketing/communication courses:		3
BUSI 36	Introduction to International Marketing	
BUSI 50	Introduction to Marketing	
BUSI 70	Business Communication	
Select one from the following quantitative courses:		3-4
BUSI 1A	Financial Accounting	
BUSI 110	Business Mathematics	
BUSI 120A	Basic Accounting	
Select one from the following management courses:		3
BUSI 30	Global Management	
BUSI 40	Principles of Management	
BUSI 44	Introduction to Business Ownership/Management	
Select one from the following humanistic courses:		3
BUSI 22	Effective Leadership in Business	
BUSI 38	Managing Diversity and Inclusion	
BUSI 42	Human Resources Management	
Concentrations		
Select at least one concentration from the lists below: [1]		12-15
Entrepreneurship/Small Business Concentration		
Business Technology Concentration		
Leadership Concentration		
Human Resources Concentration		
Sales and Marketing Concentration		
Electives		
Select one from the following elective courses in addition to the chosen concentration:		0.5-4
COOP 99	Career-Focused Work Experience	
ECON 1	The American Economic System	
PHIL 10	Introduction to Critical Thinking	
TOTAL MAJOR UNITS		**27.5-35**
Additional Requirements		**25-32.5**
Complete Competency Requirements, general education pattern (MPC General Education, CSU General Education, or IGETC), and electives, if needed, for a total of 60 degree-applicable units.		
Total Units		**60**

[1]

These courses may be counted as both core requirements and concentration requirements, but all concentration and core requirements must be completed.

Entrepreneurship/Small Business Concentration

Select 15 units from the following:

Code	Title	Units
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 36	Introduction to International Marketing	3
or BUSI 50	Introduction to Marketing	
BUSI 44	Introduction to Business Ownership/Management	3
BUSI 46	Entrepreneurial Mindset	3
BUSI 54	Introduction to E-Marketing	3
BUSI 68	Entrepreneurial Start-up Ventures	3
BUSI 131	Financial Analysis for Entrepreneurs	3

Business Technology Concentration

Select 15 units from the following:

Code	Title	Units
BUSI 54	Introduction to E-Marketing	3
BUSI 120B	QuickBooks Online Accounting Software	3
CSIS 1	Computer Information Systems	3
CSIS 50 & CSIS 50L	MS Office Applications and MS Office Applications Lab	3
CSIS 75	Introduction to Computer Hardware/A+ Prep	4
CSIS 76A	Cisco Certified Network Associate (CCNA) 1	3
CSIS 86	Network Security Fundamentals/Security+ Prep	3

Leadership Concentration

Select 12 units from the following:

Code	Title	Units
BUSI 22	Effective Leadership in Business	3
BUSI 24	Business Issues and Ethics	3
BUSI 38	Managing Diversity and Inclusion	3
BUSI 70	Business Communication	3

Human Resources Concentration

Select 12 units from the following:

Code	Title	Units
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 22	Effective Leadership in Business	3
BUSI 42	Human Resources Management	3

Sales and Marketing Concentration

Select 12 units from the following:

Code	Title	Units
BUSI 49	Professional Selling	3
BUSI 50	Introduction to Marketing	3
BUSI 54	Introduction to E-Marketing	3
BUSI 64	Customer Service	3

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.