

BUSINESS ADMINISTRATION ASSOCIATE IN ARTS DEGREE

PROGRAM CODE: 2A03823

The **Business Administration Associate in Arts Degree** provides the foundation and skills necessary for entry into the various fields of business. This degree prepares students for professional opportunities and higher degrees and provides a broad background of knowledge that can be applied in most businesses. This degree requires a total of 18 units in the major in addition to other degree requirements.

Code	Title	Units
Complete 18 units from the following:		18
ACCT 100 F	Small Business Accounting	3-5
or ACCT 101AF	Financial Accounting	
or ACCT 102HF	Honors Financial Accounting	
BUS 100 F	Introduction to Business	3
BUS 131 F	Principles of International Business	3
BUS 180 F	Small Business Management	3
BUS 211 F	Critical Reasoning and Writing for Business (formerly Writing for Business)	3
or BUS 211HF	Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	
BUS 240 F	Legal Environment of Business ¹	3
or BUS 240HF	Honors Legal Environment of Business	
or BUS 245 F	Business Law I (formerly BUS 241AF)	
BUS 246 F	Business Law II (formerly BUS 241BF)	3
CIS 100 F	Introduction to Personal Computers	4
or CIS 100HF	Honors Introduction to Personal Computers	
or CIS 111 F	Introduction to Information Systems	
or CIS 111HF	Honors Introduction to Information Systems	
BUS 162 F	Business Economics	3
ECON 101 F	Principles of Economics - Micro	3
or ECON 101HF	Honors Principles of Economics - Micro	
ECON 102 F	Principles of Economics - Macro	3
or ECON 102HF	Honors Principles of Economics-Macro	
BUS 151 F	Business Mathematics	3
BUS 101 F	Personal Financial Management	3
MATH 120 F	Introductory Probability and Statistics ²	4
or MATH 121 F	Introductory Probability and Statistics with Support	
or MATH 130 F	Calculus for Business	
or MATH 151 F	Calculus I (formerly MATH 150AF)	
or MATH 151HF	Honors Calculus I (formerly MATH 150HF)	
MKT 100 F	Introduction to Marketing	3
Total Units		18

¹ See counselor for determination of correct course.

² MATH 121 F will only count for 4 units in this program.

Outcome 1: Use a working vocabulary of business terminology.

Outcome 2: Apply a critical thinking /problem solving process for making a viable choice among a variety of options.

Outcome 3: Analyze a routine business request and respond with a written letter that illustrates effective business writing skills.

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