Completion of the core courses and the additional requirements in a selected area will qualify students for an Associate’s degree or Certificate of Achievement in Business.

1. Students who can provide evidence of competency in required skill areas should consult with a counselor for possible course waiver or substitution.

2. Regardless of the number of courses waived or transferred, certificate students will still need to meet the minimum “residing” unit requirements (minimum 12 units) at Gavilan College. When required certificate courses are applied against associate’s degree general education requirements, the unit requirements for the certificate are reduced by the same number of units. However, students will still need to meet all the requirements for graduation including a minimum of 18 units in the major. Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

**BUSINESS CORE COURSES**

The following business core courses are required for the Accounting, General Office Skills and Medical Office Associate’s Degree and Certificate of Achievement options. Additional requirements for these options are listed alphabetically on the following pages.

**BUSINESS CORE COURSES:**

- CSIS 8  Introduction to the Internet (1 unit)
- MATH 402  Pre-Algebra (or eligible for higher math) (0-3 units)
  or MATH 411
- Choose one:
  - ACCT 20  Financial Accounting  (4 units)
  - ACCT 103  General Office Accounting  (3 units)
- Choose one:
  - CSIS 1  Computer Literacy - MS Office*  (2 units)
  - CSIS 2  Computers in Business  (4 units)
  - CSIS 2L  Computers in Business Lab  (1 unit)
  - Choose one:
    - ECON 1  Principles of Macroeconomics  (3 units)
    - BUS 1  Fundamentals of Business  (3 units)
    - One of the following: BOT 191A, B, C, Work Place Skills  (1 unit)
  - Choose one:
    - CMUN 11  Business Communication  (3 units)
    - ENGL 250  Practical Writing*  (3 units)
    - BOT/BUS 100  Business Correspondence  (3 units)
    - Eligible for English 1A
- Core Courses unit total: 9-19 units

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**Degrees and Certificates Offered:**

- Business Administration: Associate in Science for Transfer (A.S.-T.)
- Accounting: Associate in Arts (A.A.), Certificate of Achievement
- General Business: Associate in Arts (A.A.), Certificate of Achievement
- General Office Skills: Associate in Arts (A.A.), Certificate of Achievement
- Medical Office: Associate in Arts (A.A.), Certificate of Achievement
- Real Estate: Associate in Arts (A.A.), Certificate of Achievement
- Retail Management: Associate in Arts (A.A.), Certificate of Achievement
- Economics: Associate in Science (A.S.), Certificate of Achievement
- Business Computer Applications: Associate in Science (A.S.), Certificate of Achievement (may be completed as an A.S. degree in Computer Science & Information Systems or a Certificate of Achievement in either CSIS or Business)
- Computerized Accounting: Certificate of Proficiency

Also see: Liberal Arts with Business Emphasis AA degree

Contact: (408) 848-4719
cce@gavilan.edu
The Associate in Science in Business Administration for Transfer Degree (AA-T) is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration. The AA-T therefore necessarily requires the completion of a general education sequence of courses, as well as specific preparation for upper-division business administration coursework.

STUDENT LEARNING OUTCOMES: Upon completion of the Associate in Science in Business Administration for Transfer Degree, students will be prepared for more rigorous upper-division coursework in business administration, and will be able to:

- apply communication principles and appropriate information technology to the production of emails, letters, memos, resumes, reports, and various other document.
- describe existing and emerging information technologies that assist in effective business decision-making or facilitate communication.
- discuss the causes of macroeconomic (business cycle) fluctuations, and the effects these fluctuations have on business owners.
- apply cost-benefit analysis to resource allocation choices made in a business setting.
- explain accounting terminology, concepts, principles, and frameworks.
- perform accounting-related calculations, and demonstrate the ability to use accounting methods and procedures, to solve accounting and business related questions and problems.
- apply legal analysis in planning and decision making to avoid legal conflicts in business decisions.
- develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today’s multi-cultural, team-oriented, rapidly-changing environment.

REQUIREMENTS: (17 units)

- ACCT 20 Financial Accounting (4 units)
- ACCT 21 Managerial Accounting (4 units)
- ECON 1 Principles of Macroeconomics (3 units)
- ECON 2 Principles of Microeconomics (3 units)
- BUS 80 Business Law (3 units)

LIST A (Select 1 3-4 units))
- MATH 5 Introduction to Statistics (3 units)
- BUS/ECON 11 Statistics for Business and Economics (4 units)
- MATH 6 Calculus for Business / Social Science (3 units)
- MATH 7 Finite Mathematics (3 units)

LIST B (Select 2 6-7 units)
- Any course not used in List A (3-4 units)
- CSIS 2 Computers in business (4 units)
- BUS 1 Fundamentals of Business (3 units) or
- BUS 100 Business Correspondence (3 units)

Total units in the major: 26-28 units
Completion of CSU GE Breadth or IGETC: 39 – 42 units
Units for degree: 60 units

ALL ADT DEGREES REQUIRE:
1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   B. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Attainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is an acceptable grade for courses in the major.

DOUBLE COUNTING RULE
A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 47.
Computerized Accounting
Certificate of Proficiency

Students receiving the certificate will have entry-level computerized bookkeeping skills for a modern office.

REQUIREMENTS (Business Core is not required):
- ACCT/CSIS 121 Spreadsheet - MS Excel (2 units)
- CSIS 2L Computers in Business Lab (1 unit)
- ACCT 20 Financial Accounting (4 units)
- ACCT 21 Managerial Accounting (4 units)
- ACCT/CSIS 120 Computerized Accounting – QuickBooks (3 units)

Choose one:
- ACCT 103 General Office Accounting (3 units)
- ACCT 105 Payroll Accounting (3 units)
- ACCT 111 Introduction to Income Tax (3 units)

Total units required for Certificate of Proficiency: 17 units

Accounting Option
A.A. Degree or Certificate of Achievement

Program Learning Outcome: After completing this degree or certificate a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

Students will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting.

For those who do not already have a degree, the A.A. option is preferred by employers.

To receive an ASSOCIATE’S DEGREE complete:

BUSINESS CORE COURSES (listed on page 76).
ADDITIONAL REQUIREMENTS listed below.

GENERAL EDUCATION REQUIREMENTS

To receive a CERTIFICATE OF ACHIEVEMENT complete:

BUSINESS CORE COURSES (listed on page 76).
ADDITIONAL REQUIREMENTS listed below.

BUSINESS CORE COURSES (listed on page 77): 9-19 units

ADDITIONAL REQUIREMENTS:
- ACCT 20 Financial Accounting (4 units)
- ACCT/CSIS 120 Computerized Accounting - QuickBooks (3 units)
- BOT 112 Business Computation with Machines (0.5 units)
- ACCT/CSIS 121 Spreadsheet - MS Excel (1-2 units)
- CSIS 128 Database - MS Access (2 units)

Choose one:
- ACCT 105 Payroll Accounting (3 units)
- ACCT 111 Introduction to Income Tax (3 units)

Total units required: 22.5 - 32.5 units

Recommended electives: ACCT 21, ACCT 190, BUS 80, CSIS 122

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.
Economics

A.S. Degree or Certificate of Achievement

Program Learning Outcomes: After completing this degree a student will be able to:

- identify and discuss causes of long-run economic growth and short term business cycle fluctuations in growth (e.g. recessions and expansions), and policy responses and initiatives affecting each.

- apply marginal analysis to resource allocation decisions in a variety of settings, including but not limited to: profit maximization strategies for firms in various competitive environments, and utility maximization strategies for consumers with budget constraints.

Students completing this option will have the necessary lower division courses for an economics major at a four-year institution. Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

To receive an ASSOCIATE DEGREE complete:

REQUIREMENTS listed below.

GENERAL EDUCATION REQUIREMENTS (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 49-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

REQUIREMENTS listed below.

REQUIREMENTS (Business Core is not required):

ECON 1 Principles of Macroeconomics (3 units)
ECON 2 Principles of Microeconomics (3 units)

Choose one:
MATH 5 Introduction to Statistics (3 units)
BUS/ECON 11 Statistics for Business and Economics (4 units)

Choose one:
MATH 1A Single-Variable Calculus & Analytic Geometry (4 units)
MATH 6 Calculus for Business/Social Science (3 units)

Choose two:
MATH 1B Single-Variable Calculus & Analytic Geometry (4 units)
MATH 7 Finite Mathematics (3 units)
ACCT 20 Financial Accounting (4 units)

Total units required: 19-22 units

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 49-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 47.
General Business

A.A. Degree or Certificate of Achievement

The **Associate Degree** program is designed for students pursuing a four-year degree in business.

**Associate Degree Program Learning Outcomes:**
After completing the degree a student will be able to:

- analyze common business transactions and link them to the appropriate financial statements.
- analyze the impact of shifts in supply and demand upon equilibrium price and quantity. Students who transfer to four-year colleges will have the appropriate background to successfully pursue a four-year Business degree.

The **Certificate of Achievement** program is designed for students desiring a broad introduction to business rather than a specialized area of concentration. It should also be considered by students who think they may continue their education as a business major.

**Certificate of Achievement Program Learning Outcomes:**
After completing the Certificate of Achievement a student will be able to:

- analyze common business transactions and link them to the appropriate financial statements.
- analyze the impact of shifts in supply and demand upon equilibrium price and quantity.

**TRANSFER STUDENTS:**
Four-year colleges differ substantially in their lower division requirements for business transfer majors. Before enrolling you should refer to four-year college catalogs and consult with business faculty or counselor.

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To receive an **ASSOCIATE DEGREE** complete:

**REQUIREMENTS** listed below.

**ELECTIVES** listed below.

**GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 49-57.

To receive a **CERTIFICATE OF ACHIEVEMENT** complete:

**REQUIREMENTS** listed below.

**ELECTIVES** listed below.

**REQUIREMENTS** (Business Core is not required):
- ACCT 20 Financial Accounting (4 units)
- ACCT 21 Managerial Accounting (4 units)
- ECON 1 Principles of Macroeconomic (3 units)
- ECON 2 Principles of Microeconomics (3 units)

Choose one:
- MATH 5 Introduction to Statistics (3 units)
- BUS/ECON 11 Statistics for Business and Economics (4 units)

Choose one:
- CSIS 2 Computers in Business (4 units)
- CSIS 2L Computers in Business Lab (1 unit)

**ELECTIVES** 9 units
Total units required: 18-31 units

Students must take additional courses from the Recommended Business Electives list to complete 18 units exclusively in the major if any of the above courses were used to satisfy General Education requirements.

**Recommended Electives:**
- BUS 1, 80; CMUN 11; MATH 1A, 1B, 1C, 2, 2C, 6, 7, 8A, 8B

**Recommended General Education Electives:**
- ANTH 3; HIST 7A/B; PHIL 2; PSYC 10; SOC 1A

Consult with a counselor regarding other courses which are appropriate to your major.

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.

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**General Education requirements:** A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 49-57 or see a counselor for details.

**NOTE:** A course may be used to satisfy both general education and major courses. See “Double Counting Rule” on page 47.
General Office Skills Option
A.A. Degree or Certificate of Achievement

Program Learning Outcome: After completing this degree or certificate a student will demonstrate the ability to solve mathematical problems involved in common business applications, using electronic calculator and/or computer.

Students will have entry-level office skills. For those who do not already have a degree, the A.A. option is preferred by employers.

To receive an ASSOCIATE DEGREE complete:
BUSINESS CORE COURSES (listed on page 80).
ADDITIONAL REQUIREMENTS listed below.
GENERAL EDUCATION REQUIREMENTS

To receive a CERTIFICATE OF ACHIEVEMENT complete:
BUSINESS CORE COURSES (listed on page 80).
ADDITIONAL REQUIREMENTS listed below.

BUSINESS CORE COURSES (listed on page 80): (8-19 units)

ADDITIONAL REQUIREMENTS:
CSIS 112 Keyboard Speed Building (0.5 units)
CSIS 122 Computer Keyboarding (1.5 units)
CSIS 124 Windows Fundamentals (1 unit)
BOT 112 Business Computations with Machines (0.5 units)
CSIS 126 Word Processing - MS Word (2 units)

Choose six units from the following list:
ACCT 105 Payroll Accounting (3 units)
ACCT 111 Introduction to Income Tax (3 units)
ACCT/CSIS 120 Computerized Accounting - QuickBooks (3 units)
ACCT/CSIS 121 Spreadsheet - MS Excel (1-2 units)
CSIS 132 Intermediate Word Processing - MS Word (2 units)
CSIS 134 Intermediate Excel (2 units)
CSIS/DM/LIB 6 Web Page Authoring I (2 units)
CSIS/DM 7 Web Page Authoring II (2 units)
CSIS/DM 73 Desktop Publishing - Adobe InDesign (3 units)
CSIS/DM 74 Advanced Photoshop (3 units)
CSIS/DM 75 PhotoShop I - Adobe PhotoShop (3 units)
CSIS/DM 85 Web Design I: Dreamweaver (2 units)
BUS/ECON 14 Personal Finance (3 units)

Total units required: 19.5-30.5 units

Medical Office Option
A.A. Degree or Certificate of Achievement

Program Learning Outcome: After completing this degree or certificate a student will demonstrate the ability to perform common tasks for the medical office, such as patient record management and billing and be able to explain the meaning of common medical terms.

Students will have entry-level job skills for the medical front office. For those who do not already have a degree, the A.A. option is preferred by employers.

To receive an ASSOCIATE DEGREE complete:
BUSINESS CORE COURSES (listed on page 80).
ADDITIONAL REQUIREMENTS listed below.
GENERAL EDUCATION REQUIREMENTS

To receive a CERTIFICATE OF ACHIEVEMENT complete:
BUSINESS CORE COURSES (listed on page 80).
ADDITIONAL REQUIREMENTS listed below.

BUSINESS CORE COURSES (listed on page 80): (8-19 units)

ADDITIONAL REQUIREMENTS:
BOT 180 Medical Terminology for the Office (3 units)
BOT 181 Medical Billing (3 units)
BOT 182 Medical Office Procedures (3 units)
CSIS 122 Computer Keyboarding (1.5 units)
CSIS 124 Windows Fundamentals (1 unit)
CSIS 126 Word Processing - MS Word (2 units)

Choose one:
ACCT/CSIS 120 Computerized Accounting - QuickBooks (3 units)
ACCT/CSIS 121 Spreadsheet - MS Excel (2 units)
CSIS 126 Word Processing - MS Word (2 units)

Total units required: 22.5-33.5 units

Students are expected to complete the courses or show competency in skill area. See a counselor regarding the course waiver or substitution process.
Retail Management
A.A. Degree or Certificate of Achievement

This certificate is developed in cooperation with the Western Association of Food Chains (WAFC). The program has been fully endorsed by the WAFC and its member companies. The curriculum was developed out of a collaborative effort between several industry and college professionals and encompasses several business essentials, including the soft skills of management and communication required for career success in the retail industry.

Although the program was developed by the food retail industry, its completion will help students to acquire necessary knowledge and skills to manage retail stores of any kind.

Program Learning Outcomes: After completing this degree/certificate the student will be able to:

- discuss the purpose, context, concepts, and processes of retailing and the retail environment and the responsibilities of the retail operations function.
- explain the basic terms and concepts of accounting, and the content of financial statements and be able to understand and interpret the information they contain.
- develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products.
- determine appropriate and inappropriate interview, hiring, and employee supervision procedures.

To receive an ASSOCIATE DEGREE complete:

REQUIREMENTS listed below.

GENERAL EDUCATION REQUIREMENTS (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 49-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

REQUIREMENTS listed below.

REQUIREMENTS (Business Core is not required):

BOT/BUS 100 Business Correspondence (3 units)
BUS 102 Business Mathematics (3 units)
CMUN 1A Introduction to Public Speaking (3 units)
CSIS 2 Computers in Business (4 units)
MKTG 100 Principles of Marketing (3 units)
MGMT 101 Introduction to Management (3 units)
MGMT 102 Retail Management (3 units)
MGMT 104 Leadership/Human Relations in Business (3 units)
MGMT 120 Human Resource Management (3 units)

Choose one:
ACCT 20 Financial Accounting (4 units)
ACCT 21 Management Accounting (4 units)

Total units required: 32 units

General Education requirements: A student may complete the Gavilan College AA/A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See pages 49-57 or see a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 47.