Business Administration
A.S.-T DEGREE: 60 units

DESCRIPTION
The Associate in Science in Business Administration for Transfer Degree (A.A.-T) is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration.

The A.A.-T therefore necessarily requires the completion of a general education sequence of courses, as well as specific preparation for upper-division business administration coursework.

ASSOCIATE DEGREE FOR TRANSFER REQUIREMENTS:
- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
  1. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0.

Title 5 section 55063(a) also require that students must earn a "C" or better in all courses required for the major or area of emphasis, or a "P" if the course was taken on a ‘pass-no-pass’ basis.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students will be able to:
- Apply communication principles and appropriate information technology to the production of emails, letters, memos, resumes, reports, and various other documents.
- 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 multicultural, team-oriented, rapidly-changing environment.

REQUIREMENTS: (17 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT20</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT21</td>
<td>Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECON1</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON2</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS80</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST A - SELECT ONE COURSE (3 - 4 UNITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATHS</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH6</td>
<td>Calculus for Business / Social Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH7</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS11 or ECON11</td>
<td>Statistics for Business and Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

LIST B - SELECT 2 COURSES
(Any course not used in List A (3-4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS2</td>
<td>Computers in Business</td>
<td>4</td>
</tr>
<tr>
<td>BUS1 or BUS100</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
</tbody>
</table>

UNITS REQUIRED FOR THE MAJOR: 26 - 28 DOUBLE COUNTED UNITS: CSU: 9; IGETC: 9

GENERAL EDUCATION REQUIREMENTS:
CSU GE: 39; IGETC: 37

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

ELECTIVES NEEDED TO GET TO 60 UNITS:
CSU: 2 - 4; IGETC: 4 - 6
Business Computer Applications
A.S. DEGREE: 60 units
CERTIFICATE OF ACHIEVEMENT: 21 units

DESCRIPTION
The Computer Applications Option prepares students for positions utilizing a wide variety of popular operating systems and business application software. The computer applications taught are used in most business environments including word processing, spreadsheets, databases, graphics, and desktop publishing. This degree is also appropriate for retraining and for improving promotional opportunities. Career opportunities include general office work, document preparation, technical support, help desk training and support, word processing, administrative secretary and administrative services.

PROGRAM LEARNING OUTCOMES
After completing this degree or certificate a student will be able to use a variety of business software, including word processors and spreadsheets to create business letters, reports and other business documents.

REQUIREMENTS
Choose 21 units from the following list of courses: (21 UNITS)
- CSIS1 or Computer Literacy - MS Office
- CSIS2 Computers in Business
- CSIS6 or Webpage Authoring
- DM6 Webpage Authoring
- CSIS10 Introduction to the Internet
- CSIS73 or Introduction to Programming using BASIC
- DM73 Desktop Publishing - Adobe InDesign
- CSIS7 Desktop Publishing - Adobe InDesign
- DM7 Desktop Publishing - Adobe InDesign
- ACCT121 or Spreadsheet - MS Excel
- CSIS121 Spreadsheet - MS Excel
- CSIS124 Windows Fundamentals
- CSIS126 Word Processing - MS Word
- CSIS128 Database - MS Access
- CMUN129 or Presentation Graphics - MS PowerPoint
- CSIS129 Presentation Graphics - MS PowerPoint
- CSIS132 Intermediate Word Processing - MS Word
- CSIS134 Intermediate Excel
- CSIS181 PC Hardware
- CSIS182 Operating Systems

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

RECOMMENDED ELECTIVES:
- CSIS7 or Web Page Authoring II
- DM7 Web Page Authoring II
- CSIS73 or Desktop Publishing - Adobe InDesign
- DM73 Desktop Publishing - Adobe InDesign

FOR ASSOCIATE DEGREE COMPLETE
GENERAL EDUCATION REQUIREMENTS: (35 -39)
A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

Electives: Sufficient to get to 60 units

Business Emphasis
A.A. DEGREE: 60 units

DESCRIPTION
The Business emphasis is designed to provide students with a broad background in business.

PROGRAM LEARNING OUTCOMES
Students will develop a solid foundation in economic theory and practice. They will examine market forces and gain financial management analytical experience. Students will learn to use technical skills to analyze, synthesize and report data so that it can be used to make informed decisions.

REQUIREMENTS:
Choose any combination of courses for a minimum of 6 units:
- BUSINESS:UNITS: (18 UNITS)
  - BUS1 Fundamentals of Business
  - ECON1 Principles of Macroeconomics
  - ECON2 Principles of Microeconomics

- ACCOUNTING:
  - ACCT20 Financial Accounting
  - ACCT21 Managerial Accounting

- BUSINESS:
  - BUS11 Statistics for Business and Economics
  - BUS14 Personal Finance
  - BUS80 Business Law
COMPUTER SCIENCE & INFORMATION SYSTEMS:
CSIS1  Computer Literacy - MS Office ....................... 2
CSIS2 or Computers in Business .......................... 4
CSIS2L Computers in Business Lab ....................... 1

ECONOMICS:
ECON1  Principles of Macroeconomics .................. 3
ECON2  Principles of Microeconomics ................... 3
ECON11 Statistics for Business and Economics ........ 4

GENERAL EDUCATION REQUIREMENTS: (35 - 39 UNITS)
A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

General Business
A.A. DEGREE: 60 units
CERTIFICATE OF ACHIEVEMENT: 18 - 22 units

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

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students 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.

REQUIREMENTS (18 - 22 UNITS)
ACCT20  Financial Accounting .............................. 4
ACCT21  Managerial Accounting .......................... 4
ECON1  Principles of Macroeconomics ................... 3
ECON2  Principles of Microeconomics ................... 3

CHOOSE ONE:
MATH5 or Introduction to Statistics ................. 3
BUS11 or Statistics for Business and Economics .... 4
ECON11 Statistics for Business and Economics ........ 4

CHOOSE ONE:
CSIS2L Computers in Business Lab .................... 1
CSIS2  Computers in Business ............................ 4

ELECTIVES (0 - 9 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:
BUS1  Fundamentals of Business .......................... 3
BUS80 Business Law ...................................... 3
MATH1A Single-Variable Calculus and Analytic Geometry 4
MATH1B Single-Variable Calculus and Analytic Geometry 4
MATH1C Multivariable Calculus ......................... 4
MATH2  Linear Algebra ................................... 3
MATH2C Differential Equations .......................... 3
MATH6  Calculus for Business/Social Science .......... 3
MATH7  Finite Mathematics ............................... 3
MATH8A First Half of Precalculus ....................... 4
MATH8B Second Half of Precalculus .................... 4

FOR ASSOCIATE DEGREE COMPLETE
GENERAL EDUCATION REQUIREMENTS: (35 -39 UNITS)
A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule".
**General Office Skills Option**

*A.A. DEGREE: 60 units*  
*CERTIFICATE OF ACHIEVEMENT: 19.5-31.5 units*

**DESCRIPTION**

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

**PROGRAM LEARNING OUTCOMES**

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.

**PROGRAM REQUIREMENTS:**

**BUSINESS CORE COURSES (9 - 19 UNITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS8</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>MATH402</td>
<td>Pre-Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH411</td>
<td>Integrated Pre-Algebra</td>
<td>6</td>
</tr>
</tbody>
</table>

**CHOOSE ONE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT20</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACCT103</td>
<td>General Office Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**CHOOSE ONE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS1</td>
<td>Computer Literacy - MS Office</td>
<td>2</td>
</tr>
<tr>
<td>CSIS2L or</td>
<td>Computers in Business Lab</td>
<td>1</td>
</tr>
<tr>
<td>CSIS2</td>
<td>Computers in Business</td>
<td>4</td>
</tr>
</tbody>
</table>

**CHOOSE ONE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON1</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS1</td>
<td>Fundamentals of Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**ONE OF THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT191A</td>
<td>Workplace Skills</td>
<td>1</td>
</tr>
<tr>
<td>BOT191B</td>
<td>Workplace Skills</td>
<td>1</td>
</tr>
<tr>
<td>BOT191C</td>
<td>Workplace Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

**CHOOSE ONE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT100 or</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>BUS100</td>
<td>Business Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>ENGL250</td>
<td>Practical Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Eligible for English 1A

**ADDITIONAL REQUIREMENTS: (4.5 - 6.5 UNITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS112</td>
<td>Keyboard Speed Building</td>
<td>0.5-1</td>
</tr>
<tr>
<td>CSIS122</td>
<td>Computer Keyboarding</td>
<td>0.5-2</td>
</tr>
<tr>
<td>CSIS124</td>
<td>Windows Fundamentals</td>
<td>1</td>
</tr>
<tr>
<td>BOT112</td>
<td>Business Computations with Machines</td>
<td>0.5</td>
</tr>
<tr>
<td>CSIS126</td>
<td>Word Processing - MS Word</td>
<td>2</td>
</tr>
</tbody>
</table>

**FOR ASSOCIATE DEGREE COMPLETE**

**GENERAL EDUCATION REQUIREMENTS: (35 -39)**

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

**NOTE:** A course may be used to satisfy both general education and major courses. See “Double Counting Rule”.

**CHOOSE 6 UNITS FROM THE FOLLOWING LIST:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS6 or</td>
<td>Webpage Authoring</td>
<td>3</td>
</tr>
<tr>
<td>DM6</td>
<td>Webpage Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CSIS7 or</td>
<td>Web Page Authoring II</td>
<td>2</td>
</tr>
<tr>
<td>DM7</td>
<td>Web Page Authoring II</td>
<td>2</td>
</tr>
<tr>
<td>CSIS73 or</td>
<td>Desktop Publishing - Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>DM73</td>
<td>Desktop Publishing - Adobe InDesign</td>
<td>3</td>
</tr>
<tr>
<td>CSIS75 or</td>
<td>Photoshop I - Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>DM75</td>
<td>Photoshop I - Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>CSIS120 or</td>
<td>Computerized Accounting - QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACCT120</td>
<td>Computerized Accounting - QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>CSIS121 or</td>
<td>Spreadsheet - MS Excel</td>
<td>1-2</td>
</tr>
<tr>
<td>ACCT121</td>
<td>Spreadsheet - MS Excel</td>
<td>1-2</td>
</tr>
<tr>
<td>DM74 or</td>
<td>Advanced PhotoShop</td>
<td>3</td>
</tr>
<tr>
<td>CSIS74</td>
<td>Advanced PhotoShop</td>
<td>3</td>
</tr>
<tr>
<td>DM85 or</td>
<td>Web Development and Design</td>
<td>3</td>
</tr>
<tr>
<td>CSIS85</td>
<td>Web Development and Design</td>
<td>3</td>
</tr>
<tr>
<td>BUS14 or</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ECON14</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACCT105</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT111</td>
<td>Introduction to Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>CSIS132</td>
<td>Intermediate Word Processing - MS Word</td>
<td>2</td>
</tr>
<tr>
<td>CSIS134</td>
<td>Intermediate Excel</td>
<td>2</td>
</tr>
</tbody>
</table>
Medical Office Option
A.A. DEGREE: 60 units
CERTIFICATE OF ACHIEVEMENT: 22.5-36 units

DESCRIPTION
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.

PROGRAM LEARNING OUTCOMES
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.

PROGRAM REQUIREMENTS:

BUSINESS CORE COURSES: (9 - 19 UNITS)
CSIS8   Introduction to the Internet ..................................... 1
MATH402  Pre-Algebra ......................................................... 3
MATH411  Integrated Pre-Algebra .......................................... 6

CHOOSE ONE:
ACCT20  Financial Accounting ........................................... 4
ACCT103 General Office Accounting ................................... 3

CHOOSE ONE:
CSIS1   Computer Literacy - MS Office ................................. 2
CSIS2L or Computers in Business Lab ................................... 1
CSIS2   Computers in Business ............................................ 4

CHOOSE ONE:
ECON1   Principles of Macroeconomics ................................ 3
BUS1    Fundamentals of Business ......................................... 3

ONE OF THE FOLLOWING:
BOT191A Workplace Skills .................................................. 3
BOT191B Workplace Skills .................................................. 3
BOT191C Workplace Skills .................................................. 3

CHOOSE ONE:
BOT100 or Business Correspondence .................................. 3
BUS100  Business Correspondence ...................................... 3
ENGL250 Practical Writing .................................................. 3
Eligible for English 1A

ADDITIONAL REQUIREMENTS: (13.5 - 17 UNITS)
BOT180   Medical Terminology for the Office ......................... 3
BOT181   Medical Billing ...................................................... 3
BOT182   Medical Office Procedures ...................................... 3
CSIS122   Computer Keyboarding ......................................... 0.5-2

Choose one:
CSIS120 or Computerized Accounting - QuickBooks ............... 3
ACCT120  Computerized Accounting - QuickBooks ............... 3
CSIS121 or Spreadsheet - MS Excel .................................... 1 - 2
ACCT121 Spreadsheet - MS Excel ....................................... 1 - 2
CSIS128   Database - MS Access ........................................... 2

FOR ASSOCIATE DEGREE COMPLETE
GENERAL EDUCATION REQUIREMENTS: (35 - 39)
A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

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

www.gavilan.edu