

BUSINESS

A.A. Degrees and Certificates of Achievement

Accounting
General Business
General Office Skills
Medical Office
Real Estate
Retail Management*

* This degree is pending Chancellor's Office approval.
Refer to page 64.

A.S. Degrees and Certificates of Achievement

Economics Option
Business Computer Applications**

** Business Computer Applications is an A.S. degree in
Computer Science & Information Systems or a Certificate of
Achievement in either CSIS or Business

Certificate of Proficiency

Computerized Accounting

ROP Certificates *see page 228*

Computerized Accounting - Quickbooks
General Office Accounting
Medical Billing
Medical Coding
Medical Office Procedures
Medical Terminology
Payroll Accounting



Contact:
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General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. Pattern requirements are listed on pages 47-57. See a counselor for details.

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 Internet1 unit
 MATH 402 Pre-Algebra (or eligible for higher math) 0-3 units

Choose one:

ACCT 20 Financial Accounting (4 units)
 ACCT 101 Occupational Accounting (4 units)
 ACCT 103 General Office Accounting (2 units)
 2-4 units

Choose one:

CSIS 1 Computer Literacy - MS Office* (2 units)
 CSIS 2 Computers in Business - MS Office (4 units)
 CSIS 2L Computers in Business Lab - MS Office (1 unit)
 1-4 units

Choose one:

ECON 1 Principles of Macroeconomics (3 units)
 ECON 10 Fundamentals of Economics (3 units)
 BUS 1 Fundamentals of Business (3 units)
 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)
 BUS 100 Business Correspondence (3 units)
 Eligible for English 1A (test score)
 0-3 units

Core Courses Unit Total: 8-19 UNITS

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.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

General Education Requirements: A student may complete the Gavilan College AA/AS general education, the CSU-GE Breadth, or the IGETC pattern. Pattern requirements are listed on pages 47-57. See a counselor for details.

Accounting Option *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 79).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 79).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 79): 8.0-19.0 units

ADDITIONAL REQUIREMENTS:

ACCT 20 Financial Accounting 4.0 units

Choose one:

ACCT 105	Payroll Accounting (3 units)	
ACCT 111	Introduction to Income Tax (3 units)	
	 3.0 units

ACCT/CSIS 120 Computerized Accounting - QuickBooks 2.0 units

BOT 112 Business Computation with Machines 0.5 units

ACCT/CSIS 121 Spreadsheet - MS Excel. 1.0-2.0 units

CSIS 128 Database - MS Access. 2.0 units

Total Units Required: 20.5 - 32.5 UNITS

Recommended Electives: ACCT 21; BUS 80; CSIS 122; ACCT 190

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.

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

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Computerized Accounting *Certificate of Proficiency*

REQUIREMENTS (Business Core is not required):

ACCT/CSIS 121 Spreadsheet - MS Excel. 2 units

CSIS 2L Computers in Business Lab – MS Office 1 unit

ACCT 20 Financial Accounting 4 units

ACCT 21 Managerial Accounting. 4 units

ACCT/CSIS 120 Computerized Accounting – QuickBooks. 2 units

Choose one:

ACCT 103	General Office Accounting (2 units)	
ACCT 105	Payroll Accounting (3 units)	
ACCT 111	Introduction to Income Tax (3 units)	
	 2-3 units

Total Units Required for Certificate of Proficiency: 15-16 UNITS

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

Business Computer Applications *CSIS A.S. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE in COMPUTER SCIENCE & INFORMATION SYSTEMS complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT in BUSINESS or COMPUTER SCIENCE & INFORMATION SYSTEMS complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

Choose 21 units from the following list of courses:

Choose only one of the following two courses:

CSIS 1	Computer Literacy - MS Office (2 units)
CSIS 2	Computers in Business - MS Office (4 units)
CSIS/DM/LIB 6	Web Page Authoring I (2 units)
CSIS 8	Introduction to the Internet (1 unit)
CSIS 10	BASIC Programming (2 units)
CSIS/DM 72	Desktop Publishing - QuarkXPress (3 units)
CSIS/DM 73	Desktop Publishing - Adobe InDesign (3 units)
CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (1-2 units)
CSIS 124	Windows Fundamentals (1 unit)
CSIS 126	Word Processing - MS Word (2 units)
CSIS 128	Database - MS Access (2 units)
CMUN/CSIS 129	Presentation Graphics - MS PowerPoint (1 unit)
CSIS 132	Intermediate Word Processing - MS Word (2 units)
CSIS 134	Intermediate Excel (2 units)
CSIS 181	PC Hardware (4 units)
CSIS 182	Operating Systems (4 units)

Total Units Required:21 UNITS

Recommended Electives: CSIS 7, 72, 73; DM 7, 72, 73

Program Learning Outcome: 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.

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.

Transfer Students: Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

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*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

ECON 1	Principles of Macroeconomics3 units
ECON 2	Principles of Microeconomics3 units

Choose one:

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

Choose one:

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

Choose two:

MATH 1B	Single-Variable Calculus and Analytic Geometry	(4 units)	
MATH 7	Finite Mathematics	(3 units)	
ACCT 20	Financial Accounting	(4 units)	
		7-8 units

Total Units Required: 19-22 UNITS

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

- ▶ derive the appropriate profit maximizing price and quantity decisions of firms under different competitive conditions by selecting and applying the appropriate microeconomic principles.
- ▶ calculate equilibrium price and output of markets and the equilibrium GDP deflator and equilibrium real GDP of the whole economy by applying the appropriate economic tools and principles.

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.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

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

Visit the Gavilan College website to view the current Catalog
www.gavilan.edu/catalog

General Business *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S 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 47-57.

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	0-3	units
ECON 2	Principles of Microeconomics	0-3	units

Choose one:

MATH 5	Introduction to Statistics (<i>*0-3 units</i>)		
BUS/ECON 11	Statistics for Business and Economics (<i>4 units</i>)		
	0-4	units

Choose one:

CSIS 2	Computers in Business - MS Office (see #4) (<i>4 units</i>)		
CSIS 2L	Computers in Business Lab - MS Office (<i>1 unit</i>)		
	1-4	units

ELECTIVES	0-9	units
Total Units Required:		18-31	UNITS

The student 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 Business Electives: BUS 1, 80; CMUN 11; MATH 1A, 1B, 1C, 2, 2C, 6, 7, 8

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

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

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.

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

Associate's 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.

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

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

General Office Skills Option *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 79).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 79).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 79):..... 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 112	Keyboard Speed Building	0.5 units
CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
BOT 112	Business Computations with Machines	0.5 units
CSIS 126	Word Processing - MS Word	2.0 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 (2 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (1-2 units)
BOT 160	Medical Terminology for the Office (3 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)
ART/CSIS/DM 74	Advanced Photoshop (3 units)
CSIS/DM 75	PhotoShop I - Adobe PhotoShop (3 units)
ART/CSIS/DM 85	Web Design I: Dreamweaver (2 units)
BUS/ECON 14	Personal Finance (3 units)

..... 6.0 units
Total Units Required: 19.5-30.5 UNITS

Recommended Elective: CSIS 169

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.

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

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

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

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 79).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **BUSINESS CORE COURSES** (listed on page 79).
- ▶ **ADDITIONAL REQUIREMENTS** listed below.

BUSINESS CORE COURSES (listed on page 79): 8-19 units

ADDITIONAL REQUIREMENTS:

CSIS 122	Computer Keyboarding	1.5 units
CSIS 124	Windows Fundamentals	1.0 unit
CSIS 126	Word Processing - MS Word	2.0 units
BOT 180	Medical Terminology for the Office	3.0 units
BOT 181	Medical Billing - MediSoft	2.0 units
BOT 182	Medical Office Procedures	3.0 units

Choose one:

ACCT/CSIS 120	Computerized Accounting - QuickBooks (2 units)
ACCT/CSIS 121	Spreadsheet - MS Excel (2 units)
CSIS 128	Database - MS Access (2 units)

..... 2.0 units

Total Units Required: 22.5-33.5 UNITS

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.

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

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Real Estate *A.A. Degree or Certificate of Achievement*

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

RE 160	Real Estate Principles	3 units
RE 162	Real Estate Practice	3 units

Select at least twelve (12) units from the following courses:

RE 163	Real Estate Finance (3 units)	
RE 164	Real Estate Appraisal (3 units)	
RE 165	Legal Aspects of Real Estate (3 units)	
RE 168	Real Estate Escrow (3 units)	
BUS 80	Business Law (3 units)	
	 12 units

Choose one:

RE 167	Real Estate Economics (3 units)
ACCT 20	Financial Accounting (4 units)

..... 3-4 units

Total Units Required: 21-22 UNITS

The state sets the requirements for the Real Estate Salesperson's and Broker's License. A state licensing test is required. Consult your business advisor for current state licensing requirements.

Four-year colleges may differ in their major preparation requirements for transfer. Consult with a counselor regarding transfer requirements.

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

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Recommended Electives: CSIS 1, 2; BUS 1; ECON 2; MGMT 102; MKTG 100, 102; MATH 233

Retail Management *A.A. Degree or Certificate of Achievement**

To receive an ASSOCIATE'S DEGREE complete:

- ▶ **REQUIREMENTS** listed below.
- ▶ **GENERAL EDUCATION REQUIREMENTS** (Gavilan, IGETC or CSU pattern), plus sufficient electives to meet a 60 unit total. See pages 47-57.

To receive a CERTIFICATE OF ACHIEVEMENT complete:

- ▶ **REQUIREMENTS** listed below.

REQUIREMENTS (Business Core is not required):

Choose one:

- ACCT 20 Financial Accounting (4 units)
 ACCT 21 Management Accounting (4 units)

..... 4 units

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 - MS Office	4 units
MGMT 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
Total Units Required:		32 UNITS

* This new degree and certificate are pending Chancellor's Office approval. Please see a Gavilan counselor or check the college website for current status. Refer to page 64.

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 certificate's 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.

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

NOTE: A course may be used to satisfy both general education and major courses. See "Double Counting Rule" on page 41.

Carpentry Apprenticeship
 See Apprenticeships on page 73.