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|------------|-----------------------------------|-------------------------|
| CHEM 201 | General Chemistry II – Lecture | 3 |
| CHEM 201L | General Chemistry II – Lab | 2 |
| **CISC 181 | Principles of Information Systems | 4 |
| | | Total Units = 35 |

****Students may complete this course requirement by challenge exam or other equivalent proof of computer/software proficiency certified by the CISC department.**

For graduation requirements, see **Requirements for the Associate Degree** on page 88.

Electives as needed to meet minimum of 60 units required for the degree.

Recommended Electives: Biology 131; Physics 121A, 121B, 180A, 180B.

Business Administration

| Award Type | Units |
|---|--------------|
| Certificate of Achievement: | |
| Business Administration | 26–29 |
| Associate of Science Degree: | |
| Business Administration | 26–29* |
| * and courses to meet graduation requirements, general education and electives as needed to meet the minimum of 60 units required for the degree. | |
| Associate in Science for Transfer Degree: | |
| Business Administration | 27 |

Program Description

Business managers plan, organize, direct, and oversee the activities needed to accomplish an organization's mission. They ensure that vital resources – people, money, equipment, information, and work processes – are used effectively and efficiently. This program prepares students to complete a bachelor's degree in Business Administration or a related major at a four-year university. The Business Administration major is offered by all campuses of the California State University (CSU) system, some campuses of the University of California (UC) system, and many private/independent or out-of-state universities.

Program Learning Outcomes

Students who complete the Business Administration Program will be able to:

- Perform fundamental accounting and financial management operations associated with business enterprise management.
- Develop business-related written materials such as letters, memoranda, case studies, or reports.
- Analyze and solve problems in business organizations.
- Use economic models and concepts to explain the behavior of business organizations, markets, and consumers.
- Evaluate business-related data using various mathematical techniques.

Transfer Information

Common university majors related to the field of Business Administration include:

- Accounting
- Business Administration
- Business Economics
- Business Information Systems
- Business Law
- Construction Management
- E-Business
- Economics
- Entrepreneurship
- Finance
- Financial Services
- Health Administration
- Hospitality Management
- Human Resources
- Industrial Engineering and Technology
- International Business
- Management
- Marketing
- Public Administration
- Real Estate

Students who plan to transfer to a four-year college or university in this discipline should consult with a counselor or visit the Transfer Center to determine the appropriate major preparation courses for their specific transfer institution and major. More information on transfer programs and procedures is available in the Transfer Guide section of the catalog.

| Faculty | Office | Telephone/Email |
|-------------|--------|----------------------------------|
| Duane Short | M-107D | 619-388-7812 dshort@sdccd.edu |

Certificate of Achievement: Business Administration

The Business Administration certificate is intended for students who plan to complete a bachelor's degree at a transfer institution in a business-related major.

This certificate is designed to accommodate the differing requirements of a wide variety of transfer institutions and major option. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this certificate should be selected with the assistance of a Miramar College counselor.

| Courses Required for the Major: | Units |
|---------------------------------------|-------|
| ACCT 116A Financial Accounting | 4 |
| ACCT 116B Managerial Accounting | 4 |
| ECON 120 Principles of Macroeconomics | 3 |
| ECON 121 Principles of Microeconomics | 3 |

Select at least three courses from the following:

| | |
|---|---|
| BUSE 100 ¹ Introduction to Business | 3 |
| BUSE 119 Business Communications | 3 |
| BUSE 140 Business Law and the Legal Environment | 3 |
| BUSE 201 Business Organization and Management | 3 |
| CISC 181 Principles of Information Systems | 4 |
| MARK 100 Principles of Marketing | 3 |

Select at least one course from the following:

| | |
|---|---|
| BUSE 115 Statistics for Business | 3 |
| MATH 119 Elementary Statistics | 3 |
| MATH 121 Basic Techniques of Applied Calculus I | 3 |
| MATH 150 Calculus with Analytic Geometry I | 5 |

Total Units = 26–29

¹BUSE 100 is recommended as a first semester course.

Associate of Science Degree: Business Administration

The Business Administration degree is intended for students who plan to complete a bachelor's degree at a transfer institution in a business-related major.

This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major option. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this degree should be selected with the assistance of a Miramar College counselor.

| Courses Required for the Major: | Units |
|---------------------------------------|-------|
| ACCT 116A Financial Accounting | 4 |
| ACCT 116B Managerial Accounting | 4 |
| ECON 120 Principles of Macroeconomics | 3 |
| ECON 121 Principles of Microeconomics | 3 |

Select at least three courses from the following:

| | |
|---|---|
| BUSE 100 ¹ Introduction to Business | 3 |
| BUSE 119 Business Communications | 3 |
| BUSE 140 Business Law and the Legal Environment | 3 |
| BUSE 201 Business Organization and Management | 3 |
| CISC 181 Principles of Information Systems | 4 |
| MARK 100 Principles of Marketing | 3 |

Select at least one course from the following:

| | |
|---|---|
| BUSE 115 Statistics for Business | 3 |
| MATH 119 Elementary Statistics | 3 |
| MATH 121 Basic Techniques of Applied Calculus I | 3 |
| MATH 150 Calculus with Analytic Geometry I | 5 |

Total Units = 26–29

¹BUSE 100 is recommended as a first semester course.

For graduation requirements, see **Requirements for the Associate Degree** on page 88.

Electives as needed to meet minimum of 60 units required for the degree.

Associate in Science in Business Administration for Transfer Degree:

The Associate in Science in Business Administration for Transfer Degree is intended for students who plan to complete a bachelor's degree in Business Administration or a related major in the California State University (CSU) system. Students who complete this degree and transfer to a participating

CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree. Students who plan to complete this degree should consult a counselor for additional information about participating CSU campuses as well as university admission, degree, and transfer requirements.

| Courses Required for the Major: | | Units |
|--|--|--------------|
| BUSE 119 | Business Communications | 3 |
| BUSE 140 | Business Law and the Legal Environment | 3 |
| ACCT 116A | Financial Accounting | 4 |
| ACCT 116B | Managerial Accounting | 4 |
| CISC 181 | Principles of Information Systems | 4 |
| ECON 120 | Principles of Macroeconomics | 3 |
| ECON 121 | Principles of Microeconomics | 3 |

Select at least one course from the following:

| | | |
|----------|--|---|
| BUSE 115 | Statistics for Business | 3 |
| MATH 119 | Elementary Statistics | 3 |
| MATH 121 | Basic Techniques of Applied Calculus I | 3 |

Total Units = 27

Note: It is recommended to select courses that meet lower division major preparation requirements for your transfer university.

General Education: In addition to the courses listed above, students must complete one of the following general education options:

- The IGETC pattern (page 112) is accepted by all CSU campuses and most UC campuses and majors. It is also accepted by some private/independent or out of state universities.
- The CSU GE pattern (page 120) is accepted by all CSU campuses and some private/independent or out of state universities. It is not accepted by the UC system.

It is strongly recommended that students consult with a counselor to determine which general education option is most appropriate for their individual educational goals.

Electives as needed to meet maximum of 60 CSU-transferable units required for the degree.

Business Management

Award Type Units

Certificate of Achievement:

| | |
|---------------------|-------|
| Business Management | 27–30 |
| Entrepreneurship | 27–28 |
| Financial Services | 20 |

Associate of Science Degree:

| | |
|---------------------|--------|
| Business Management | 27–30* |
| Entrepreneurship | 27–28* |
| Financial Services | 29* |

* and courses to meet graduation requirements, general education and electives as needed to meet the minimum of 60 units required for the degree.

Program Description

Business managers plan, organize, direct, and oversee the activities needed to accomplish an organization's mission. They ensure that vital resources – people, money, equipment, information, and work processes – are used effectively and efficiently. This program prepares students for entry-level positions in the field of business management. Flexible course selection and a variety of degrees and certificates are available to enable students to prepare for a specific occupational goal.

Program Learning Outcomes

Students who complete the Business Management program will be able to:

- Develop business-related written materials such as letters, memoranda, case studies, reports, or documents specific to a particular career field.
- Evaluate and analyze business-related data using various mathematical techniques.
- Demonstrate applied skills required for a business-related career field.

Career Options

Some of the many career options in the field of Business Management include:

- Advertising Agent
- Entrepreneur
- Loan Officer
- Office Supervisor