

DEGREES & CERTIFICATES

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS (AA)

About the Program

This Associate of Arts in Business Administration degree program is designed for students seeking careers in the field of business such as customer service/support representative, warehouse/distribution supervisor, sales consultant, human resources assistant, marketing coordinator, accounts receivable clerk, or executive assistant. This degree provides students with an understanding of basic business practices, including operations, methods and purpose, and an introduction to the major functional areas within business. This degree is not primarily intended for transfer students and does not include all courses required for transfer. Students who intend to transfer should consider the associate in science degree in business administration for transfer.

Program Goals and Objectives

The Associate of Arts in Business Administration degree prepares students interested in advancing in their current profession or improving his or her acumen in business administration.

Career Opportunities

Students who earn an AA degree in Business Administration are suited to work in a variety of industries and positions including, but not limited to, customer service associate, retail sales worker, assistant store manager, administrative assistant, warehouse/distribution supervisor, relationship banker, store manager, sales consultant, contracts administrator, human resources assistant, sales support specialist, payroll clerk/administrator, accounts receivable clerk, collections analyst, sales supervisor, marketing coordinator, and executive assistant.

Program Outcomes

- Upon completion of the AA in Business Administration, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
- Upon completion of the AA in Business Administration, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AA in Business Administration, students are able to explain the functions of all business operations and identify the resources needed in each area.
- Upon completion of the AA in Business Administration, students are able to list and explain the factors of production, the external business environments and apply their influence in specific business problems.

Learning and Career Pathway Maps

[View LPC Program Map](#)

Required Core: (23 Units)

BUSN 1A Financial Accounting.....	4
BUSN 18 Business Law.....	4
BUSN 40 Introduction to Business.....	3
BUSN 52 Business Communications.....	3
BUSN 56 Introduction to Management.....	3
BUSN 87 Organizational Management and Leadership.....	3
MKTG 50 Introduction to Marketing.....	3

List A: Select One (3 Units)

BUSN 30 Business Ethics and Society.....	3
BUSN 48 Human Relations in Organizations.....	3
BUSN 58 Small Business Management.....	3
BUSN 88 Human Resources Management.....	3

List B: Select One (3-4 Units)

CIS 10 Business Data Analytics.....	3
CIS 11 Data Visualization Tools.....	3
CIS 55 Integrating Office Applications.....	4

List C: Select One (3-4 Units)

BUSN 1B Managerial Accounting.....	4
BUSN 20 International Business.....	3
BUSN 33 Personal Financial Management and Planning.....	3

List D: Select One (3 Units)

ECON 1 Principles of Microeconomics.....	3
ECON 2 Principles of Macroeconomics.....	3

Total Units for the Major..... 35-37

Additional General Education and Elective Units..... 23-25