

# BUSINESS–GENERAL ASSOCIATE IN SCIENCE AND CERTIFICATE OF ACHIEVEMENT



This degree program is designed to develop and foster those skills and understandings which can be utilized for employment in an increasingly challenging business environment. The curriculum provides students with a broad preparation for a career in business. Business courses are included which provide a solid background for future promotion in a chosen occupational area. The degree is designed for students who do not plan to transfer to a four-year college or university.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Apply accounting concepts and methods to interpret financial statements for evaluating the financial position and performance of organizations.
- Recognize and appropriately respond to ethical and legal concerns relating to human resource and organizational management.
- Identify and analyze business problems or opportunities and effectively communicate recommendations for courses of actions.

## Career Opportunities

Administrative Assistant  
Bookkeeper  
Budget Consultant<sup>1</sup>  
Buyer  
Conciliator  
Credit Analyst<sup>1</sup>  
Employment Interviewer  
Hospital Administrator<sup>1</sup>  
Sales Agent  
Trust Officer<sup>1</sup>

<sup>1</sup> Bachelor Degree or higher required.

## Associate in Science Degree Requirements

Code	Title	Units
BUS-109 or BUS-120	Elementary Accounting Financial Accounting	3-4
BUS-110	Introduction to Business	3
BUS-115	Human Relations in Business	3
BUS-125	Business Law: Legal Environment of Business	3
BUS-128	Business Communication	3

BUS-161	Business Internship	1-3
BUS-195	Principles of Money Management for Success	3
BOT-174 or CIS-110	Computer Concepts and Applications Principles of Information Systems	3-4
ECON-110 or ECON-120	Economic Issues and Policies Principles of Macroeconomics	3
<b>Total Units</b>		<b>25-29</b>

Plus General Education Requirements (<https://catalog.gcccd.edu/cuyamaca/degree-requirements-transfer-information/>)

## Certificate of Achievement

Students who complete only the major requirements above qualify for a Certificate in Business–General. An official request must be filed with the Admissions and Records Office prior to the deadline as stated in the Academic Calendar.