



General Business A.A. Degree

PART TIME

This program roadmap represents one possible pathway to complete the program. **Please see a counselor** to create an education plan that is customized to meet your needs. This roadmap is not a guarantee of course availability or financial aid applicability.

Catalog: 2024-25

GE Pattern: local AA/AS

Total Units: 60

First Year

Semester 1

6 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUS 300	Introduction to Business	3	Vb
RE	ENGWR 300	College Composition	3	Ila WC

Semester 2

10 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUS 105	Business Mathematics	3	
Req	BUS 310	Business Communications	3	
GE	STAT 300 / 480 ^H	Introduction to Probability and Statistics	4	IIb MC

Second Year

Semester 3

9 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUS 320	Concepts in Personal Finance	3	IIIb
Req	MKT 300	Principles of Marketing	3	
Elec	RE 300	California Real Estate Principles	3	

Semester 4

8 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
RE	ACCT 301	Financial Accounting	4	
GE	BUS 330	Managing Diversity in the Workplace	3	VI
Elec	CISC 300	Computer Familiarization	1	

Third Year

Semester 5

7 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	CISA 305	Beginning Word Processing	2	
Req	CISA 315	Introduction to Electronic Spreadsheets	2	
GE	NUTRI 300	Nutrition	3	IV

Semester 6

6 Units

CAREER PATH

Career Options:

Career opportunities include account executive, analyst, bank employee, buyer, clerk, data-entry clerk, data-entry specialist, entrepreneur, financial planner, government service, insurance representative, investment counselor, manager, marketing, market research, office assistant, public administration, purchasing agent, retail/industrial sales.

Scheduling Notes:

- BUS 212 and 214 are offered in a staggered 5-week format, so they can be taken in the same semester.

Other Notes:

- Business students planning to transfer should consider the Business Administration AS-T degree. [See the catalog](#) for more information.
- An internship (BUS 498) is highly recommended as it opens up potential employment opportunities. Students can earn between 0.5 – 4.0 units for related paid or unpaid work experience including volunteer and internship positions through BUS 498. This course also works toward satisfying GE Area IIIb. See the [Work Experience website](#) for more information.

CAT.	COURSE	TITLE	UNIT	GE AREA
RE	BUS 210	The Business Plan	1	
RE	BUS 212	Marketing for Small Businesses	1	
RE	BUS 214	Financing a Small Business	1	
GE	POLS 301 / 481 ^H	Introduction to Government: United States	3	Va

Fourth Year

Semester 7

6 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
Req	BUS 340	Business Law	3	
RE	MGMT 304	Principles of Management	3	

Semester 8

8 Units

CAT.	COURSE	TITLE	UNIT	GE AREA
RE	BUS 110	Business Economics	3	
GE	SPAN 401	Elementary Spanish I	4	I
GE		any PE activity course	1	IIIa

^H honors courses

EXPLANATION OF CATEGORIES		
Req	Required Core	A course that is required for this program
RE	Restricted Elective	A course selected from a list of elective courses specified for this program in the course list in the catalog, which can be replaced with another course from the same list
GE	General Education	A course that fulfills a specific general education requirement for a degree, which can be replaced with another course that meets the same requirement
Elec	Degree Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Graduation Requirement

A course that fulfills a specific graduation requirement which can be replaced by another course that meets the same graduation requirement.

- MC = Math Competency
- WC = Writing Competency