



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:** 2025-26**GE Pattern:** local AA/AS**Total Units:** 60

## First Year

### Semester 1

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	<b>BUS 300</b> Introduction to Business	3		L4
Req	<b>BUS 105</b> Business Mathematics	3		L2
Req	<b>MKT 300</b> Principles of Marketing	3		
RE	<b>ENGL C1000</b> Academic Reading and Writing	3		L1A
Elec	any elective course	3		

### Semester 2

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
RE	<b>ACCT 301</b> Financial Accounting	4		
Req	<b>BUS 320</b> Concepts in Personal Finance	3		
Req	<b>BUS 310</b> Business Communications	3	BUS 100 or ENGL C1000	
GE	any Area LIB (Oral Communication & Critical Thinking) course	3		LIB
Elec	any elective course	2		

## Second Year

### Semester 3

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	<b>CISA 305</b> Beginning Word Processing	2		
Req	<b>CISA 315</b> Introduction to Electronic Spreadsheets	2		
RE	<b>BUS 212</b> Marketing for Small Businesses	1		
RE	<b>BUS 214</b> Financing a Small Business	1		
GE	any Area L3 (Arts & Humanities) course	3		L3
GE	any Area L5 (Natural Sciences) course	3		L5

## 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.

### Advising Notes:

- This degree can be completed using either the local AA/AS general education (GE) pattern or the Cal-GETC transfer GE pattern. [See a counselor](#) to determine which pattern is best for you based on your academic goals.
- Elective Courses:** any elective courses numbered 100-499, or having a 4-digit number starting with C.

### 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

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
GE	any Area L7A (Physical Education) course	1		L7A
GE	any Area L7B (Life Development Skills) course	2		L7B

### Semester 4

15 Units

CAT.	COURSE	UNIT	PREREQUISITES	GE AREA
Req	<b>BUS 340</b> Business Law	3		
RE	<b>BUS 110</b> Business Economics	3		
RE	<b>BUS 210</b> The Business Plan	1		
RE	<b>MGMT 304</b> Principles of Management	3		
GE	any Area L6 (Ethnic Studies) course	3		L6
Elec	any elective course	2		

<sup>H</sup> honors courses

including volunteer and internship positions through BUS 498. This course also works toward satisfying GE Area L7B. See the [Work Experience website](#) for more information.

#### 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
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
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

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