

**San José City College**  
**Associate in Arts Degree**  
**2020-2021**

---

**BUSINESS ADMINISTRATION**

---

San José City College offers an Associate in Arts (AA) and an Associate in Science for Transfer (AS-T) degree in Business Administration. The Associate in Arts, Business Administration Major meets the lower division course requirements necessary for San Jose State University's BS-Business Administration with concentration in Accounting, Accounting and Management Information Systems (a formal dual concentration), Finance, Human Resources Management, International Business, Manufacturing Management, Marketing. A grade of "C" or better is required for all coursework in the major.

Upon completion of program students will be able to:

- Identify the purpose of business and its functional objectives.
- Explain fundamental business structure and basic organizational responsibilities.
- Apply an understanding and working knowledge of basic business terminologies.
- Demonstrate familiarity with basic elements of managing a small business or its components.
- Describe various business functions in order to prepare for employment in business or to prepare for advancement into upper division course work.
- Interpret and communicate findings of financial information for management, investors, clients, stakeholders, and other interested users.
- Demonstrate the basic applications of presentation, advertising, and promotion which emphasize integrated marketing communication to a diverse audience.
- Practice effective written and oral skills in explaining solutions to practical business problems.
- Provide an intelligent interpretation of and show a proper use of business statements.
- Explain how legal concepts are sustained by the various laws and regulations affecting business, managers, employees, investors, customers, and suppliers.
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solution for business opportunities and problems.
- Demonstrate the ability to work and interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment.
- Examine the impacts of solutions to economic, ethical, and legal dilemmas presented with working in the international marketplace.
- Explain the importance of the practice high ethical standards in all contacts with various stakeholders by all members of the business community.
- Demonstrate how to develop, recognize, and practice high ethical standards in all contacts with various stakeholders which maintain equity and implement fair business practices.
- Analyze the inter-relationship of legal, ethical, social, and philanthropic efforts of a business as it relates to the business products, services and activities.
- Collect, classify, and record data used to create intelligent information for business decision making.
- Show familiarity with applications of technology in the communication and marketing of business products or services.
- Create and produce documentable solutions to business problems and challenges.
- Prepare reports and papers consistent with the goals and objectives of marketing communication in a proper format

**CAREER OPTIONS:**

- Public Administration
- International Business
- Human Resources
- Finance
- Accounting
- Manufacturing Management

**FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE TRANSFER CENTER, OR CONTACT:**  
Business and Workforce Development Division 408-288-3131  
San José City College Web Page [www.sjcc.edu](http://www.sjcc.edu)

---

## **AA BUSINESS ADMINISTRATION**

---

<b><u>MAJOR REQUIREMENTS:</u></b>	<b><u>UNITS</u></b>
ACCTG 020    Financial Accounting	5
ACCTG 021    Managerial Accounting	5
BUS    071    Legal Environment of Business	3
BUS    082    Introduction to Business	3
CIS    041    Introduction to Computer Information Systems	3
ECON 010A   Principles of Macroeconomics Theory	3
ECON 010B   Introduction to Microeconomics Theory	3
ENGL 001B   English Composition	3
 <u>Plus one of the following courses:</u>	
MATH 061    Finite Mathematics *	3
-OR-	
MATH 062    Calculus for Business and the Social Sciences *	
 <u>Plus one of the following Statistics courses:</u>	
BUS    060    Fundamentals of Business Statistics *	3
-OR-	
MATH 063    Elementary Statistics *	
<b>TOTAL</b>	<b>34</b>
 <b><u>A.A. DEGREE REQUIREMENTS:</u></b>	
MAJOR REQUIREMENTS	34
GENERAL EDUCATION REQUIREMENTS	39
PHYSICAL ACTIVITY	<u>1</u>
<b>TOTAL REQUIRED UNITS</b>	<b>74</b>

\* Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.