

CSU campus will be required to complete no more than 60 units after transfer to earn a bachelor's degree. It may not be appropriate preparation for students transferring to a CSU campus that does not accept the degree. Students who plan to complete this degree should consult a counselor for additional information about participating CSU campuses as well as university admission, degree, and transfer requirements.

Courses Required for the Major:		Units
BUSE 119	Business Communications	3
BUSE 140	Business Law and the Legal Environment	3
ACCT 116A	Financial Accounting	4
ACCT 116B	Managerial Accounting	4
CISC 181	Principles of Information Systems	4
ECON 120	Principles of Macroeconomics	3
ECON 121	Principles of Microeconomics	3

Select at least one course from the following:

BUSE 115	Statistics for Business	3
MATH 119	Elementary Statistics	3
MATH 121	Basic Techniques of Applied Calculus I	3

Total Units = 27

Note: It is recommended to select courses that meet lower division major preparation requirements for your transfer university.

General Education: In addition to the courses listed above, students must complete one of the following general education options:

- The IGETC pattern (page 112) is accepted by all CSU campuses and most UC campuses and majors. It is also accepted by some private/independent or out of state universities.
- The CSU GE pattern (page 120) is accepted by all CSU campuses and some private/independent or out of state universities. It is not accepted by the UC system.

It is strongly recommended that students consult with a counselor to determine which general education option is most appropriate for their individual educational goals.

Electives as needed to meet maximum of 60 CSU-transferable units required for the degree.

Business Management

Award Type Units

Certificate of Achievement:

Business Management	27–30
Entrepreneurship	27–28
Financial Services	20

Associate of Science Degree:

Business Management	27–30*
Entrepreneurship	27–28*
Financial Services	29*

* and courses to meet graduation requirements, general education and electives as needed to meet the minimum of 60 units required for the degree.

Program Description

Business managers plan, organize, direct, and oversee the activities needed to accomplish an organization's mission. They ensure that vital resources – people, money, equipment, information, and work processes – are used effectively and efficiently. This program prepares students for entry-level positions in the field of business management. Flexible course selection and a variety of degrees and certificates are available to enable students to prepare for a specific occupational goal.

Program Learning Outcomes

Students who complete the Business Management program will be able to:

- Develop business-related written materials such as letters, memoranda, case studies, reports, or documents specific to a particular career field.
- Evaluate and analyze business-related data using various mathematical techniques.
- Demonstrate applied skills required for a business-related career field.

Career Options

Some of the many career options in the field of Business Management include:

- Advertising Agent
- Entrepreneur
- Loan Officer
- Office Supervisor

- Operations/Production Manager
- Retail Manager
- Sales Representative
- Service Manager
- Small Business Owner
- Wholesale and Retail Buyer

Some business management-related career fields require study beyond the associate degree level. Students intending to transfer to a university in a business-related major should consider completing an associate degree in the Business Administration program.

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Certificate of Achievement: Business Management

Courses Required for the Major:	Units
BUSE 100 ¹ Introduction to Business	3
BUSE 119 Business Communications	3
BUSE 201 Business Organization and Management	3
CISC 181 Principles of Information Systems	4
or	
CBTE 210 Computers in Business	3

¹BUSE 100 is recommended as a first semester course.

Complete at least six (6) units from the following business/business-related courses:

BUSE 140 Business Law and the Legal Environment	3
BUSE 150 Human Relations in Business	3
BUSE 155 Managing the Small Business	3
BUSE 205 Leadership Theory and Practice	3
ACCT 116A Financial Accounting	4
ACCT 116B Managerial Accounting	4
ECON 121 Principles of Microeconomics	3
MARK 100 Principles of Marketing	3

Complete at least one of the following mathematics courses:

BUSE 101 Business Mathematics	3
BUSE 115 Statistics for Business	3
MATH 115 Gateway to Experimental Statistics	4
MATH 119 Elementary Statistics	3
MATH 121 Basic Techniques of Applied Calculus I	3
MATH 150 Calculus with Analytic Geometry I	5
PSYC 258 Behavioral Science Statistics	3

Complete at least six (6) units from the following occupational courses:

BUSE 120 Principles of Money Management	3
BUSE 270 Business Internship / Work Experience	1-4
ACCT 102 Basic Accounting	3
ACCT 150 Computer Accounting Applications	3
CBTE 120 Beginning Microsoft Word	2
CBTE 122 Intermediate Microsoft Word	3
CBTE 127 Introduction to PowerPoint	2
CBTE 140 Microsoft Excel	2
CBTE 143 Intermediate Microsoft Excel	3
CBTE 152 Beginning Microsoft Access	2
CBTE 180 Microsoft Office	3
LIBS 101 Information Literacy and Research Skills	1
Total Units = 27-30	

Associate of Science Degree: Business Management

Courses Required for the Major:	Units
BUSE 100 ¹ Introduction to Business	3
BUSE 119 Business Communications	3
BUSE 201 Business Organization and Management	3
CISC 181 Principles of Information Systems	4
or	
CBTE 210 Computers in Business	3

¹BUSE 100 is recommended as a first semester course.

Complete at least six (6) units from the following business/business-related courses:

BUSE 140 Business Law and the Legal Environment	3
BUSE 150 Human Relations in Business	3
BUSE 155 Managing the Small Business	3
BUSE 205 Leadership Theory and Practice	3
ACCT 116A Financial Accounting	4
ACCT 116B Managerial Accounting	4
ECON 121 Principles of Microeconomics	3
MARK 100 Principles of Marketing	3

Complete at least one of the following mathematics courses:

BUSE 101 Business Mathematics	3
BUSE 115 Statistics for Business	3
MATH 115 Gateway to Experimental Statistics	4
MATH 119 Elementary Statistics	3
MATH 121 Basic Techniques of Applied Calculus I	3
MATH 150 Calculus with Analytic Geometry I	5
PSYC 258 Behavioral Science Statistics	3

Complete at least six (6) units from the following occupational courses:

BUSE 120	Principles of Money Management	3
BUSE 270	Business Internship / Work Experience	1-4
ACCT 102	Basic Accounting	3
ACCT 150	Computer Accounting Applications	3
CBTE 120	Beginning Microsoft Word	2
CBTE 122	Intermediate Microsoft Word	3
CBTE 127	Introduction to PowerPoint	2
CBTE 140	Microsoft Excel	2
CBTE 143	Intermediate Microsoft Excel	3
CBTE 152	Beginning Microsoft Access	2
CBTE 180	Microsoft Office	3
LIBS 101	Information Literacy and Research Skills	1

Total Units = 27-30

For graduation requirements, see **Requirements for the Associate Degree** on page 88.

Electives as needed to meet minimum of 60 units required for the degree.

Certificate of Achievement: Entrepreneurship

Courses Required for the Major:	Units	
BUSE 100	Introduction to Business	3
BUSE 101	Business Mathematics	3
BUSE 119	Business Communications	3
BUSE 155	Managing the Small Business	3
BUSE 157	Developing a Plan for the Small Business	3
ACCT 150	Computer Accounting Applications	3
MARK 100	Principles of Marketing	3

Complete at least one of the following supplemental business courses:

BUSE 140	Business Law and the Legal Environment	3
BUSE 150	Human Relations in Business	3
BUSE 201	Business Organization and Management	3
ACCT 102	Basic Accounting	3
CISC 181	Principles of Information Systems	4

Complete at least three (3) units from the following occupational courses:

BUSE 120	Principles of Money Management	3
BUSE 270	Business Internship / Work Experience	1-4
CBTE 165	Webpage Creation with Dreamweaver	3
CBTE 180	Microsoft Office	3

CBTE 210	Computers in Business	3
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Total Units = 27-28**Associate of Science Degree: Entrepreneurship**

Courses Required for the Major:	Units	
BUSE 100	Introduction to Business	3
BUSE 101	Business Mathematics	3
BUSE 119	Business Communications	3
BUSE 155	Managing the Small Business	3
BUSE 157	Developing a Plan for the Small Business	3
ACCT 150	Computer Accounting Applications	3
MARK 100	Principles of Marketing	3

Complete at least one of the following supplemental business courses:

BUSE 140	Business Law and the Legal Environment	3
BUSE 150	Human Relations in Business	3
BUSE 201	Business Organization and Management	3
ACCT 102	Basic Accounting	3
CISC 181	Principles of Information Systems	4

Complete at least three (3) units from the following occupational courses:

BUSE 120	Principles of Money Management	3
BUSE 270	Business Internship / Work Experience	1-4
CBTE 165	Webpage Creation with Dreamweaver	3
CBTE 180	Microsoft Office	3
CBTE 210	Computers in Business	3

Total Units = 27-28

For graduation requirements, see **Requirements for the Associate Degree** on page 88.

Electives as needed to meet minimum of 60 units required for the degree.

Certificate of Achievement: Financial Services

Courses Required for the Major:	Units	
BANK 100	Introduction to Financial Services	3
BANK 102	Mortgage Brokerage and Banking	4
BANK 103	Introduction to Investments	3
ACCT 116A	Financial Accounting	4
BUSE 101	Business Mathematics	3
BUSE 120	Principles of Money Management	3

Total Units = 20

Associate of Science Degree: Financial Services

Courses Required for the Major:		Units
BANK 100	Introduction to Financial Services	3
BANK 102	Mortgage Brokerage and Banking	4
BANK 103	Introduction to Investments	3
ACCT 116A	Financial Accounting	4
BUSE 101	Business Mathematics	3
BUSE 119	Business Communications	3
BUSE 120	Principles of Money Management	3

Select at least six units from the following:

ACCT 120	Federal Income Tax	3
ACCT 121	California Income Tax	1
BUSE 150	Human Relations in Business	3
BUSE 155	Managing the Small Business	3
BUSE 201	Business Organization and Management	3
MARK 100	Principles of Marketing	3
REAL 101	Real Estate Principles	3
REAL 115	Real Estate Finance I	3

Total Units = 29

For graduation requirements, see **Requirements for the Associate Degree** on page 88.

Electives as needed to meet minimum of 60 units required for the degree.

Chemistry

Award Type	Units
Associate of Science Degree: Chemistry Studies	18*

* and courses to meet graduation requirements, general education and electives as needed to meet the minimum of 60 units required for the degree.

Program Description

The Chemistry program fosters an understanding of the fundamental principles of chemistry in a variety of applications – medicine, health-care products, energy, food production, body metabolism, structural materials, microelectronics, and the environment. Students learn how chemical knowledge is derived, theorized, and applied in solving problems in everyday life. Students perform experiments in a modern chemistry laboratory under the guidance of experienced faculty. The curriculum is designed to meet the needs of students who wish to pursue a major in fields such as: (1) chemistry,

biology, marine science, geology, physics, medicine, engineering, or technology; (2) paramedical or allied health science, including nursing, physical therapy, or nutrition; or (3) liberal arts. Courses will also meet general education requirements for both the two and four-year institutions.

Program Learning Outcomes

Students who complete the Chemistry program will be able to:

- Be proficient in the nomenclature, reactions, calculations, concepts, and theories common to first- and second-year general and organic chemistry courses at a level that is competitive with other students upon transfer to a 4-year college/university or entrance to a professional school.
- Successfully perform and communicate information related to experiments involving chemical equipment, measurement, and data collection.

Transfer Information

Common university majors related to the field of chemistry include:

- Chemistry
- Biochemistry
- Chemical Engineering
- Chemical Physics
- Environmental Chemistry

Students who plan to transfer to a four-year college or university in this discipline should consult with a counselor or visit the Transfer Center to determine the appropriate major preparation courses for their specific transfer institution and major. More information on transfer programs and procedures is available in the Transfer Guide section of the catalog.

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