

BUSINESS ADMINISTRATION: AS DEGREE

The Business Administration Associate Degree is designed to provide students with a broad basis and foundational background in business. The degree focus on the practical skills necessary for students to work in a variety of positions in business. Employment opportunities include bookkeeper, sales, ad agency staffer, office manager, supervisor, banking and investment staffer, marketing department staff and real estate agent.

Program Learning Outcomes

1. Demonstrate oral, written, and critical thinking skills required to succeed in business.
2. Demonstrate professional and ethical behavior.
3. Apply knowledge of generally accepted accounting principles.
4. Demonstrate proficiency in the use of software applications to solve business problems.

Degree Requirements

Code	Title	Units
Required Courses		
ACCT-125	Financial Accounting	5
ACCT-126	Managerial Accounting	5
BUSI-100	Introduction to Business	3
BUSI-103	Legal Environment of Business	3
BUSI-105	Business Communication	3
BUSI-142	Principles of Management	3
BUSI-251	Marketing	3
BUSI-297	Personal Money Management	3
COMM-126	Intercultural Communication	3
COMS-101	Computer Information Systems	3
COMS-165	Microsoft Excel	3
ECON-100	Principles of Macroeconomics	3
or ECON-101	Principles of Microeconomics	
Total Units		40

To receive an Associate Degree, students must complete 60 degree applicable semester units with a grade point average of at least 2.0. Students must also complete the NVC General Education (<https://catalog.napavalley.edu/getting-your-degree/general-education/#nvcgeneraleducationtext>) pattern to earn an Associate degree. Consultation with a Counselor is highly encouraged to ensure all requirements are met.