

# Business

**DEGREES**—Associate in Science for Transfer  
Business Administration



**DEGREES**—Associate of Science  
Accounting  
Small Business Operations

**CERTIFICATES OF ACHIEVEMENT**—Business  
Accounting  
Small Business Operations

**COLLEGE SKILLS CERTIFICATES**

Business Information Professional Level I  
Business Information Professional Level II

**ASSOCIATE IN SCIENCE**  
***BUSINESS ADMINISTRATION FOR TRANSFER DEGREE 2.0***

The Associate in Science in Business Administration for Transfer Degree 2.0 is designed for students desiring advanced degrees in business administration. The LMC Business Administration courses meet lower division transfer requirements for business degrees such as accounting, marketing, management, international business, or finance. The curriculum includes the first and second year requirements for transfer to a four-year institution. A baccalaureate degree is the recommended preparation for those considering professional careers in business.

To earn the Associate Degree for Transfer:

1. Completion of 60 semester units or 90 quarter units of degree-applicable courses,
2. Minimum grade of "C" (or "P") for each course in the major, and
3. Completion of Intersegmental General Education Transfer Curriculum (IGETC) for CSU, the California State University General Education (CSU-GE) Breadth Requirement, IGETC for STEM or CSU for STEM.

**REQUIRED COURSES:**

<b>BUS-186</b>	Financial Accounting	<b>4</b>
<b>BUS-187</b>	Managerial Accounting	<b>4</b>
<b>ECON-010</b>	Principles of Microeconomics	<b>3</b>
<b>ECON-011</b>	Principles of Macroeconomics	<b>3</b>
<b>BUS-294</b>	Business Law	<b>3</b>
<b>MATH-140</b>	Applied Calculus	<b>4</b>
<b>MATH-110</b>	Introduction to Statistics	<b>4</b>
<b>BUS-109</b>	Introduction to Business	<b>3</b>
or <b>BUS-059</b>	Business Communications	<b>3</b>

**TOTAL UNITS FOR THE MAJOR** **28**

**TOTAL UNITS FOR THE DEGREE** **60**

Business Program curriculum is designed to accomplish several goals: 1) to prepare students for entry-level careers; 2) to prepare students for career advancement in business, industry, government, and non-profit organizations; 3) to prepare students for entrepreneurship and small business start-ups, operations, management and expansion; 4) to prepare business students to transfer to four-year colleges; and 5) to provide major prep courses for students with bachelor of arts degrees seeking advanced business degrees.

The Business Department offers majors in accounting, small business operations and office administration.

The Business Department provides three ways to achieve your business education and training goals: 1) associate of science degrees; 2) certificates of achievement; and/or 3) college skills certificates.

**Program Student Learning Outcomes**

1. Analyze practical business problems and utilize research and critical thinking to evaluate and recommend alternative solutions.
2. Demonstrate strong oral and written skills necessary to effectively collaborate and communicate from a global perspective with diverse groups of people.
3. Apply accounting concepts and principles in making decisions about business operations.
4. Identify and explain the major functional areas of the business organizations including management, marketing, finance, and accounting.
5. Apply commonly used computer application programs to create relevant business documents.

**ASSOCIATE OF SCIENCE DEGREE AND CERTIFICATE OF ACHIEVEMENT**  
***ACCOUNTING***

The associate degree and certificate of achievement curriculum in accounting prepare students for entry-level positions and professional advancement in public, private, and governmental accounting. Entry-level employment opportunities include positions such as accounts payable/receivable clerk, payroll accountant, accounting paraprofessional, and tax examiner assistant. The Business Department also offers a transfer curriculum to a four-year university.

For the Certificate of Achievement in Accounting, complete the units of coursework listed. Consult a Los Medanos College counselor to develop your education plan.

For the Associate of Science Degree in Accounting, complete the units of coursework listed as well as the General Education requirements. Consult a Los Medanos College counselor to develop your education plan.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
<b>BUS-185</b>	Computer Assisted Accounting	<b>3</b>
<b>BUS-186</b>	Financial Accounting	<b>4</b>
<b>BUS-187</b>	Managerial Accounting	<b>4</b>
<b>BUS-018</b>	Microsoft Excel for Windows	<b>3</b>
<b>BUS-109</b>	Introduction to Business	<b>3</b>
<b>TOTAL UNITS</b>		<b>17</b>