

# School of Business Administration

## Associate in Science in Business Administration (ASBA)

The Associate in Science, Business Administration program incorporates specialty courses in accounting, management, marketing, international business, and computer information systems. The courses provide students with the knowledge of management concepts, procedures, operations, and problem-solving techniques needed for employment or advancement. The program also prepares students for the pursuit of a bachelor's degree and beyond in business administration to become future leaders and managers in a dynamic, globally integrated business world.

### Program Objectives

Upon completion of the program, the student should be able to:

1. understand fundamental business theories and models;
2. communicate effectively and professionally in business management situations through physical or virtual presence, writing, speaking, listening and electronic media
3. use quantitative and qualitative tools and methodologies to support business management and organizational decision making
4. Describe economic, environmental, political, ethical, legal and regulatory contexts of global organizational management policies
5. Evaluate potential for business success and consider implementation issues including financial, legal, operational and administrative procedures
6. Identify business management problems and opportunities and formulate an action plan
7. Manage by using team building skills and facilitate collaborative behaviors in the accomplishment of group goals
8. Work effectively respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds, as well as with people with different organizational roles, social affiliations, and personalities
9. Analyze the information content of organizational processes and use information technology
10. Utilize research methods to collect and analyze information regarding management concepts

### Admission Requirements:

Students desiring admission to the Associate in Science in Business Administration career program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 21 semester units or the equivalent covering various academic disciplines which must include 6 units of English writing and communication, 3 units of mathematics, 3 units of natural science, 3 units of social science, and 6 units of Humanities courses including one course in History. General Education courses students are concurrently enrolled in must be completed prior to the completion of the ASBA program. The minimum G.P.A. attained must be of 2.0 or better. GE courses are offered at community/city colleges.

### International Student Admission Requirements:

Unless a graduate from a US high school or foreign equivalent where English was the language of instruction evidenced by an official transcript, or a student having taken at least 2 years of education in a college program where English was the language of instruction evidenced by an official transcript, an applicant whose native language is not English must satisfy English proficiency requirement for admission to the ASBA program by scoring a TOEFL test with at least 450 PBT, 133 CBT or 45 iBT; a TOEIC of at least 480 or a IELTS of 4.



### Graduation Requirements:

To receive the Associate in Science in Business Administration career degree, students must meet the following academic requirements:

- completed 21 units in General Education Courses
- completed 39 units in Business Foundation and Core Courses
- maintained a minimum G.P.A. of 2.0 or better

### ASBA Curriculum

To meet the graduation unit requirements, students are required to complete 21 units in General Education Courses, 39 units in Business Foundation and Core Courses.

ASBA courses are described below.

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#### Business Foundation and Core Courses Required: 39 Semester Units

Foundation Courses: 18 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
BU 2000	Introduction to Business Management	3
EC 2420	Principles of Macroeconomics	3
BU 2400	Business Statistics	3
BU 2050	Business Law	3
AT 2110	Accounting Principles I	3
AT 2120	Accounting Principles II	3
<b>TOTAL</b>		<b>18</b>

Required Core Courses: 21 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
BU 2010	Computer Information Systems	3
BU 3000	Management Theory and Practice	3
MK 3200	Principles of Marketing	3
BU 3600	Organizational Behavior	3
BU 3050	Business Ethics	3
BU 3020	Human Resources Management	3
FN 3300	Introduction to Finance	3
<b>TOTAL</b>		<b>21</b>

**TOTAL PROGRAM REQUIREMENT: 39 SEMESTER UNITS**  
(with completion of 21 semester units or the equivalent in GE courses)