

ASSOCIATE OF SCIENCE IN BUSINESS (AS)

This degree prepares students for entry-level employment and/or potential further study in the field of Business through the study of general business, communications, math, computers, ethics, and human relations. Students will acquire skills in computer applications, keyboarding and ten-key, office management and procedures, and oral and written communications.

Program Outcomes

- Communicate effectively in a business environment.
- Actively participate in the day-to-day operations of a business office.

Career Opportunities

Upon successful completion of this degree, students will be prepared for careers or employment in the following fields: administration, management, human resources, finance, secretarial, and various office positions.

Note

This degree is not designed for transfer; however, the courses included in this degree may be transferable and apply to other degrees designed for transfer.

Program Requirements

Code	Title	Units
GENERAL EDUCATION AND SUBJECT REQUIREMENTS		25
College of the Sequoias' Associate Degree General Education (COS-GE) *		
+		
REQUIRED MAJOR COURSES		32
BUS 082	Introduction to Business	3
BUS 100	Career Strategies	3
BUS/COMM 112	Public Speaking for Business *	4
BUS 184	Business Communications	3
BUS 185	Ethics in Business and Industry	3
BUS 188	Human Relations in Business *	3
BUS 268	Electronic Calculating	2
BUS 270	College Keyboarding Level 1	3
or BUS 271	College Keyboarding Level 2	
BUS 293	Business English	4
COMP 005	Computer Concepts	4
or COMP 130	Introduction to Personal Computers	
+		
RESTRICTED ELECTIVES - LIST A		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select three units from the following courses:		

BUS 174	Marketing Principles	3
BUS 181	Intro to Entrepreneurship	3
WEXP 193I	Business & Industry Work Experience – First Semester	1-3
WEXP 194I	Bus & Ind Work Experience -Second Semester	1-4
WEXP 195 I	Bus & Ind Wrk Exp-3rd Sem	1-3
WEXP 196 I	Bus & Ind Wrk Exp-4th Sem	1-3
+		
ELECTIVES		3
Select additional degree applicable courses numbered 1-299 to achieve 60 units		
=		
TOTAL		60

* Courses meet General Education requirements and 6 units may double count above in COS-GE.

The Associate Degree requirements include completion of the:

1. Required major courses and restricted elective courses with a "C" or better grade in each course (required and restricted elective courses may be substituted with the approval of the Division Chair),
2. General Education requirements,
3. Subject requirements including PE, Health & Wellness, and American Institutions, and
4. A minimum of 60 units of degree applicable courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a "C" (2.0) average (see Associate Degree Requirements (<https://catalog.cos.edu/associate-degree-requirements/>) for additional details).