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Business Department

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DEGREES:

Business and Commerce, General Liberal Arts: Business (A.A. Degree)
Processes, principles, and procedures of purchasing, selling, producing, and interchanging goods, commodities, and services to prepare a person for a position of responsibility, management, and/or ownership.
Units needed for degree: 18 units

Accounting (A.A. Degree)
Procedures to systematize information about transactions and activities into accounts and quantitative reports to verify accuracy of data by applying accounting, internal reporting, and decision making principles. Includes accounting and financial reporting that assists in making internal management decisions.
Units needed for degree: 40 units

Banking and Finance Finance (A.A. Degree)
Financial sectors of the general economy to prepare individuals to engage in financial or banking services. Includes bank management, investments, and loan analysis and management.
Units needed for degree: 48 units

Business Administration Business Administration (A.A. Degree)
Programs designed to give a broad, balanced introduction to professional careers in business, usually including business law, economics, mathematics, managerial accounting and computer systems. Includes transfer programs.
Units needed for degree: 43 units

Business Management Management (A.A. Degree)
Planning, organizing, directing, and controlling business operations. Includes various theories, tools, and practical applications used to maintain business sustainability through the management of capital, financial, and human resources.
Units needed for degree: 41 units

Business Management Management (A.A. Degree)
Planning, organizing, directing, and controlling business operations. Includes various theories, tools, and practical applications used to maintain business sustainability through the management of capital, financial, and human resources.
Units needed for degree: units

Small Business and Entrepreneurship Small Business Management (A.A. Degree)

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Degree & Certificates

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ASSOCIATE OF ARTS DEGREE
And
SKILL CERTIFICATES in
COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES

The individual pursuing the two-year program in Computer Applications and Office Technologies which leads to the Associate of Arts Degree or Skills Certificates will receive training in both the skills and the concept knowledge necessary for success in the business world. The courses listed below are those that fulfill the requirements for the Associate of Arts Degree or the Skill Certificates.

ASSOCIATE OF ARTS DEGREE REQUIRED COURSES

CAOT 1:	Keyboarding I	3
CAOT 2:	Keyboarding II	3
CAOT 31:	Business English	3
CAOT 32:	Business Communications	3
CAOT 33:	Records Management & Filing	2
CAOT 34:	Business Terminology	2
CAOT 82:	Microsoft Office Survey	3
CAOT 84:	Microcomputer Office Applications: Word	3
CAOT 85:	Microcomputer Office Applications: Excel	3
CAOT 86:	Microcomputer Office Applications: Access	3
CAOT 92:	Microcomputer Office Applications: Windows	3
CAOT 105:	School-to-Work Portfolio	2
CAOT 108:	Microcomputer Office Applications: PowerPoint	2
CAOT 150:	Social Media for Business	3
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SKILL CERTIFICATES REQUIRED COURSES

COMMUNICATIONS

CAOT 31:	Business English	3
CAOT 32:	Business Communications	3
CAOT 34:	Business Terminology	2
CAOT 150:	Social Media for Business	3
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Associate in Arts in Sociology for Transfer

Statement of Program Goals and Objectives: The Associate in Arts Degree for Sociology for Transfer is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are **guaranteed admission to the CSU system**, but **not to a particular campus** or major. This degree will provide the student with a strong foundation in the discipline, as well as breadth of exposure to various areas included in this field. Students interested in transferring and/or completing an Associate in Arts in Sociology for Transfer should meet with a counselor to determine the coursework necessary to complete the requirements for general education and for the major. **To complete the degree, students must** 1) Complete 60 CSU transferable semester units and (2) a minimum cumulative grade point average of 2.0.

Program Requirements (LAMC Catalog 2015)
Required Core: (9-10 units)
 SOC 1-Introduction to Sociology 3 units
And 2 courses from the following:
 SOC 2-American Social Problems **and** 3 units
 Math 227-Elementary Statistics 4 units
 OR
 SOC 4-Sociological Analysis 3 units

List A - Select **2 courses** (6 units) from the following choices:
 SOC 11-Race and Ethnic Relations 3 units
 SOC 28-Family: A Sociological Approach 3 units
 SOC 3-Crime and Delinquency 3 units
 SOC 24-Social Psychology or (Psych 13) 3 units

List B - Select **1 course** (3 units) from the following:
 Any course from required core or list A not already used.
 ANTHRO 102-Human Ways of Life: Cultural Anthropology 3 units
 GEOG 2-Cultural Elements of Geography 3 units
 PHIL 6-Logic in Practice 3 units
 ADM JUS 1-Introduction to Administration of Justice 3 units

Major Total: 18-19 units
 Double-Counted (IGETC/CSU): 9-15 units
 IGETC/CSU GE Breath: 37-39 units
 Electives (CSU Transferrable – IGETC/CSU): 6-14 units
Degree Total: 60 units

Associate in Arts in Sociology for Transfer should meet with a counselor to determine the coursework necessary to