



Business, Law, and Information Technology Career and Academic Pathways (CAPs) Program Map: Associate in Science Degree for Transfer for Business Administration

Total number of units: 66 units

Top Code/Academic Plan: 5050.00

Updated on May 26, 2022

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	BUS 001	Introduction to Business	3	This course is offered every semester and provides a foundation for future studies in a business degree. This course is both UC & CSU transferable. This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."	This course is offered day, evening, short-term, Winter, and Summer. This course is offered regularly throughout the academic year.
Program Course	MATH 227 OR MATH 227S	Statistics OR Statistics with Support	4	These courses fulfill IGETC Area 2, CSUGE Area B4. Seek counselor advisement as many universities require higher levels of math (may need to add a course in another semester). Please check the catalog for prerequisites. Note: Students who wish to apply to top-tier business schools such as USC & UCLA should contact each University for specific math level requirements.	MATH 227 has sections that are part of the Honors Program. Check the current catalog for the section number(s). To apply for admission to the Honors Program, please visit the ELAC Counseling Center. For additional information about the Honors Program, please visit the ELAC Honors Program website or contact Dr. Bermudez at bermudn@elac.edu .
GE Course		CSUGE Area D: Social Science IGETC Area 4: Social Science and Behavior	3	Taking one course per semester is recommended (9 units required for IGETC & CSU).	

Total Units 10

Winter Session	Course Code	Course	Units	Notes	Advising Notes
GE Course		CSUGE Area C: Arts and Humanities IGETC Area 3: Arts and Humanities	3	Taking one course per semester is recommended (9 units required for IGETC & CSU).	

Total Units 3

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	ECON 002	Principles of Economics II	3	This required core course is offered every semester. Students often consider completing Macro Economics (ECON 002) before Micro Economics (ECON 001). This course is both UC & CSU transferable.	This course is offered day, evening, short-term, Winter, and Summer. This course is offered regularly throughout the academic year. ECON 002 has sections that are part of the Honors Program. Check the current catalog for the section number(s). To apply for admission to the Honors Program, please visit the ELAC Counseling Center. For additional information about the Honors Program, please visit the ELAC Honors Program website or contact Dr. Bermudez at bermudn@elac.edu .

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 001	Business Law	3	This required core course is offered every semester. This course is both UC & CSU transferable.	This course is offered day, evening, short-term, Winter, and Summer. This course is offered regularly throughout the academic year.
Program Course	MATH 235 OR MATH 236 OR MATH 261	Finite Mathematics OR Calculus for Business and Social Science OR Calculus I	5	These courses fulfill IGETC Area 2, and CSUGE Area B4. Seek counselor advisement as many universities require higher levels of math (may need to add a course in another semester). Please check the catalog for prerequisites. Note: Students who wish to apply to top-tier business schools such as USC & UCLA should contact each University for specific math level requirements.	
GE Course		CSUGE AREA D: Social Science IGETC Area 4: Social Science and Behavior	3	Taking one course per semester is recommended (9 units required for IGETC & CSU).	

Total Units 14

Summer Session	Course Code	Course	Units	Notes	Advising Notes
GE Course		CSUGE Area C: Arts and Humanities IGETC Area 3: Arts and Humanities	3	Taking one course per semester is recommended (9 units required for IGETC & CSU).	
GE Course		CSUGE AREA D: Social Science IGETC Area 4: Social Science and Behavior	3	Taking one course per semester is recommended (9 units required for IGETC & CSU).	

Total Units 6

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 001	Introductory Accounting I	5	This required core course is offered every semester. This course is both UC & CSU transferable. This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."	This course is offered day, evening, short-term, Winter, and Summer. This course is offered regularly throughout the academic year.
Program Course	ECON 001	Principles of Economics I	3	This required core course is offered every semester. This course is both UC & CSU transferable.	This course is offered day, evening, short-term, Winter, and Summer. This course is offered regularly throughout the academic year. ECON 001 has sections that are part of the Honors Program. Check the current catalog for the section number(s). To apply for admission to the Honors Program, please visit the ELAC Counseling Center. For additional information about the Honors Program, please visit the ELAC Honors Program website or contact Dr. Bermudez at bermudn@elac.edu .

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
GE Course		CSU GE Area B: Scientific Inquiry and Quantitative Reasoning IGETC Area 5: Physical and Biological Science	3	Taking one course per semester is recommended. UC and CSU requirements vary; seek counselor advisement. Note: Top-tier universities such as USC and UCLA may require specific courses.	Check Availability.
GE Course		CSUGE Area C: Arts and Humanities IGETC Area 3: Arts and Humanities	3	Taking one course per semester is recommended (9 units required for IGETC & CSU).	

Total Units 14

Winter Session	Course Code	Course	Units	Notes	Advising Notes
GE Course		CSUGE Area B: Scientific Inquiry and Quantitative Reasoning IGETC Area 5: Physical and Biological Science	3	Taking one course per semester is Recommended. UC and CSU requirements vary; seek a counselor Advisement.	

Total Units 3

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 002	Introductory Accounting II	5	This required core course is offered every semester and has a prerequisite: ACCTG 001, or ACCTG 021 and ACCTG 022. This course is both UC and CSU transferable. This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under "Class Search Type" as "Zero Textbook Cost" or "Low-Cost Textbook Classes."	This course is offered day, evening, short-term, Winter, and Summer. This course is offered regularly throughout the academic year.
GE Course		CSUGE AREA A: English Language Communication and Critical Thinking IGETC AREA 1: English Communication	3	Taking one course per semester is recommended. UC and CSU requirements vary; seek counselor advisement.	
GE Course		CSUGE AREA A: English Language Communication and Critical Thinking IGETC AREA 1: English Communication	3	Taking one course per semester is recommended. UC and CSU requirements vary; seek counselor advisement.	
GE Course		CSUGE Area B4: Mathematics/ Quantitative Reasoning IGETC Area 2: Mathematical Concepts and Quantitative Reasoning	5	In this semester, consider taking higher-level math based on university preference. Seek counselor advisement.	

Total Units 16

Degree Path and Requirements:

These courses meet the requirements for your transfer degree; check with a transfer counselor regarding interest in attending CSU or UC.

Private universities may also have different requirements. Top-tier universities such as USC and UCLA may have higher-level general education courses in math, English, and computer science.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

Full-time students finish in 2 years; part-time students finish in 3 years. Recommend students take Winter and Summer courses to complete a degree in 2 years. Be aware; some courses may only be offered once a year; check course availability. Be sure to consider career and degree goals when choosing general education courses (for example, a career in Finance may benefit from additional math-based courses. A career in Marketing may benefit from additional Art or Communication courses), please consult with a counselor to review your best general education options based on your educational goals, as course preferences may vary depending on your career objectives.

Students are encouraged to also reach out to their business instructor or the Business Administration department to seek guidance regarding careers and transfer opportunities.

Program Description

The Associate in Science in Business Administration for Transfer (AS-T) degree meets the lower division course requirements necessary for the California State University (CSU) system. The Business Administration curriculum is designed for students who are interested in encompassing formal business education. Upon successfully completing this transfer degree program, the student will have an extensive background in the principles and practices of the business world. Students will acquire a broad fundamental knowledge of the theory and practice of business and the skills needed to apply their knowledge in a professional environment successfully.

Career and Transfer Opportunities

Students are highly encouraged to seek counseling from a transfer counselor. The requirements for admission may vary from one University to another. For example, USC and UCLA may require a higher level of math course and computer programming completion than other universities as a transfer admission minimum requirement.

[USC - Marshall School of Business: Transfer Students](#)

[UCLA - Economics and Business](#)

[California State University Northridge – Business and Economics](#)

Careers/Positions obtained with an Associate in Science in Business Administration degree are as follows: Administrative Roles, median annual income \$35,330. Bookkeeper, average annual salary between \$32,853-\$42,664. Customer Service Representative, starting annual wage \$31,886. Executive Assistant, starting annual salary \$41,850. Human Resources, starting salary \$49,821. Management in Project/Wholesale/Retail, starting annual salary \$37,380 to a median annual salary of \$81,080. Advertising Sales, mean salary \$49,900, top annual salary \$115,000. Insurance Sales Agent, mean salary \$50,380, top annual salary \$128,000. Real Estate Broker, mean salary \$46,410, top annual salary \$160,000.

Visit the [Transfer Center](#) for transfer information, which varies based on transfer college. Make an appointment with a [counselor](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

Youtube Videos

[What Can You Do with a Business Management Degree? 7 Potential Careers \[2018\]](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

Frank Aguirre
Department Chair
aguirrfj@elac.edu
(323) 260-8147