



Business, Law, and Information Technology Career and Academic Pathways (CAPs) Program Map: Associate in Arts Degree for Business Management

Total number of units: 62 units

Top Code/Academic Plan: 0506.00

Updated on May 24, 2022

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	MGMT 013	Small Business Entrepreneurship	3	<p>MGMT 013 – Small Business Entrepreneurship – will give students a general overview of the process involved in planning and starting a business. Students will also be exposed to the topics of marketing, management, accounting, and financing involved in any business.</p> <p>This course can be applied to many other certificates and degrees. Note: There is no prerequisite for this course.</p> <p>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.”</p>	MGMT 013 is offered online throughout the year.
Program Course	MARKET 001	Principles of Selling	3	<p>MARKET 001: Principles of Selling focuses on person-to-person sales strategies and understanding buyers’ social styles, and recognizing multiple sales models.</p> <p>This course can be applied to many other certificates and degrees. Note: There is no prerequisite for this course.</p>	MARKET 00 is offered online throughout the year.
Program Course	FINANCE 008	Personal Finance and Investments	3	<p>FINANCE 008 is recommended for completion prior to FINANCE 002 (Investments). This course is offered every semester. This course will introduce you to the Finance, investments, insurance, budgeting, savings, and wealth building. Personal financial literacy is important regardless of your career or major.</p> <p>This course can be applied to many other certificates and degrees. Note: There is no prerequisite for this course.</p>	FINANCE 008 is offered online throughout the year.
GE Course		AREA 2: Mathematical Concepts and Quantitative Reasoning	3	<p>BUS 015 is recommended.</p> <p>It is highly recommended that you speak with an academic counselor in order to prepare you to meet your English requirements as soon as possible in your academic journey.</p>	<p>BUS 015 is typically offered online in the fall semester.</p> <p>Check the ELAC schedule of classes for availability.</p>
GE Course		GE Area D1: English Composition	3	<p>ENGLISH 101 is recommended as part of the IGETC requirement. It is highly recommended that you speak with an academic counselor in order to prepare you to meet your English requirements as soon as possible in your academic journey.</p> <p>ENGLISH 101 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.”</p>	<p>These courses are offered regularly throughout the academic year. Check the ELAC schedule of classes for availability.</p> <p>This course 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.</p>

Total Units 15

Winter Session	Course Code	Course	Units	Notes	Advising Notes
Program Course	BUS 001	Introduction to Business	3	<p>BUS 001 is recommended. There is no prerequisite for this course. This course is both CSU & UC transferable. This course gives students a well-rounded background in all the different aspects of a business. It will cover marketing, management, accounting, law, computer systems, economics, and entrepreneurship.</p> <p>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."</p>	The BUS 001 course is offered every semester, including winter and summer sessions. It is offered both online and on-campus. This course typically reached capacity quickly during the winter and summer sessions.

Total Units 3

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	CIS 101	Introduction to Computers and Their Uses	3	There is no prerequisite for this course. This course is both CSU & UC transferable.	CIS 101 is regularly offered during the fall, spring, winter and summer sessions.
Program Course	SUPV 001	Elements of Supervision	3	No prerequisite is required for this course. This course is a basic introductory course covering, in general terms, the total responsibilities of a supervisor in industry, such as organization, duties, and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and related topics.	It is recommended that students take this course as soon as it meets their schedule due to limited offerings. This course is typically not offered during Winter or Summer.
Program Course	MARKET 011	Fundamentals of Advertising	3	MARKET 011 introduces students to the role of MARKET in our economy.	MARKET 011 is mostly offered in the Spring semester. It is recommended that students consider taking this course as soon as it fits their schedule due to limited offerings. Check the ELAC schedule of classes for availability.
Program Course	MARKET 023	Introduction to Social Media Marketing	3	MARKET 023 – Introduction to Social Media Marketing – is recommended. Marketing is a course and a topic that is covered extensively for any business student. This course does not have a prerequisite.	MARKET 023 is typically offered in the spring semester with limited availability. Check the ELAC schedule of classes for availability.
GE Course		GE Area A: Natural Sciences	3	EARTH 001 is recommended. Part of IGETC requirement.	EARTH 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 .

Total Units 15

Summer Session	Course Code	Course	Units	Notes	Advising Notes
GE Course		GE Area E: Health and Physical Education	3	HEALTH 002 is recommended because it also included the physical education activity requirement. Consult with an academic advisor for clarification.	

Total Units 3

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	ACCTG 001	Introductory Accounting I	5	<p>This course is both CSU and UC transferable. This course can be applied to many certificates and degrees in the Business Administration department. This course does not have a prerequisite.</p> <p>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."</p>	This course is offered day, evening, short-term, hybrid, online, Winter, and Summer. This course is regularly offered.
Program Course	FINANCE 002	Investments	3	This course does not have a prerequisite. In this course, students analyze the stock market from a practical viewpoint and they are introduced to important investment topics from the perspective of an individual financial planner.	FINANCE 002 is offered online during the fall and spring semester. Check the ELAC schedule of classes for availability.
GE Course		CSU GE Area C: Arts and Humanities IGETC Area 3: Arts and Humanities	3	<p>It is recommended to take one course per semester (9 units required for IGETC & CSU). UC and CSU requirements vary. Seek counselor advisement.</p> <p>It is also recommended that students seek counseling from a career counselor to identify and pair career and academic courses to fit your interest.</p>	

Total Units 11

Winter Session	Course Code	Course	Units	Notes	Advising Notes
GE Course		GE Area C: Humanities	3	PHILOS 020 is recommended as part of IGETC requirement.	<p>It is recommended that students seek counseling from a career counselor to identify and pair career and academic courses to fit your interest.</p> <p>PHILOS 020 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.</p>

Total Units 3

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	LAW 001	Business Law I	3	Business Law courses are very valuable to any student in any career. This course is both CSU and UC transferable.	This course is offered throughout the year, both online and on-campus.
Program Course	PUB REL 001	Principles of Public Relations	3		
Program Course	MGMT 015	Small Business Management II	3	MGMT 015 – Small Business Management – will give students a general overview of the process involved in planning, starting, and managing a business. Students will also be exposed to the topics of marketing, accounting, and financing involved in any business.	MGMT 015 is offered online during the fall and spring semesters.

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
GE Course		GE Area B2: Social and Behavioral Sciences	3	ECON 001 or ECON 002 is recommended for students who want to transfer to a university and pursue a bachelor's Degree in business administration. A strong background in law will serve any business student well in their career. LAW 003 - Civil Rights and the Law – also meets the following GE requirements: LACCD GE Area B2 Social and Behavioral Science; CSU GE Area D; and IGETC Area 4 Social and Behavioral Science.	Check the ELAC schedule of classes for availability. ECON 001 and ECON 002 have 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 .

Total Units 12

Degree Path and Requirements:

These courses meet the requirements for an associate's in arts local ELAC degree; check with the counselor regarding interest in attending CSU or UC. This associate in arts degree is accepted for transfer at some programs such as the Business Management bachelor's degree program at Pepperdine University.

[Pepperdine Business School: Bachelor of Science in Management \(BSM\) degree completion program is designed for working professionals.](#)

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 time; part-time students finish in 3 years. Recommend students take Winter and Summer courses to complete a degree in 2 years' time. 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 different 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.

Program Description

This program is designed to provide students an overall foundation in business and management. It also covers entrepreneurship for those interested in developing a solid business and management background to create their own business. The foundation that the courses in this Degree cover and prepares students and working professionals with the knowledge necessary for career advancement in business and organizational management.

Career and Transfer Opportunities

Students who wish to transfer after completing this Degree should seek advisement from a transfer counselor. Students who want to transfer to a California State University (CSU) or University of California (UC) should also contact their university of choice to inquire about transfer requirements.

This Degree may transfer to programs that offer bachelor's degrees in management. For example:

[Pepperdine University undergraduate in business management.](#)

[Woodbury University bachelors degree in Business](#)

Careers/Positions obtained with an Associate in Arts in Business Management 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

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