



1. Title: **Business Administration**

2. Summary of Goals—Learning Outcomes:

At the completion of courses for a Business Administration major at Golden West College, successful students should be able to:

- Identify and explain the three major types of business entities by developing an organizational chart, a mission statement, a business plan, and a marketing plan.
- Identify and explain the laws affecting sole proprietorships, partnerships, and corporations.
- Identify and develop accounting systems used in sole proprietorships, partnerships, and corporations.
- Demonstrate the ability to distinguish between leadership and management as they apply to all organizations, private and public, including governmental and educational agencies.

3. Course Listing :

Required Courses:

Accounting G100	Accounting for Small Business	3 units
OR		
Accounting G101	Financial Accounting	4 Units
Business G100	Introduction to Business	3 Units
Business G108	Business Law	
OR		
Business G110	Legal Environment	3 Units
Bus G130	Intro to Business Writing	
OR		
Bus G139	Business Communication	3 Units
Management G110	Elements of Management	3 Units
Marketing G100	Principles of Marketing	3 Units
Management G140	Professional Values/Ethics	2 Units
Required Subtotal		20-21 units
Completion of GE Requirements		21-41 units
Additional Electives (as needed to reach 60)		
Degree Total		<u>60 units</u>