

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION & OBJECTIVES

The Associate of Science in Business Administration is a nationally accredited academic and career oriented degree program consisting of 24 General Education Units and 44 Specialty Education Units totaling 68 Semester Credit Units (SCU). For each 4 SCU students are required to attend 60 hours of Lecture (LEC.). Additionally, an estimated 60 hours of measured, evaluated and documented out of class Academic Mastery Research & Review (AMRR) assignments and 60 hours of lab projects (PROJ.) are required to be individually completed by each student.

Through its creative and well balanced design, the program accommodates students who intend to continue their education at higher levels, as well as students who are pursuing a career in Business Information Systems, Accounting, Finance, Office Management, Human Resources and other business related areas. A full time student can complete the program in 5 to 6 semesters.

COURSE REQUIREMENTS

COURSE		HOURS	SCU
Natural or Applied Science		60	4
Humanities		60	4
Behavioral Science		60	4
Mathematics		60	4
Electives		120	8
CODE	COURSE	HOURS	SCU
ACC—100	Principles and Practices of Accounting—Service	60	4
BUS—101	Intro to Business and Management	60	4
PERS—11	Personnel Management	60	4
MIS—101	Management Info. Systems	60	4
BL —100	Business Law	60	4
WIN —100	Inst., Config, & Admin. MS W. XP Professional	60	4
CB—101	MS Word, Desktop Publ., & PowerPoint	60	4
CB—102	Spreadsheets	60	4
ACC—300	Intro to Entrepreneurship Partnerships & Corp.	60	4
CB—104	Computerized Accounting	60	4
DB—100	Database Systems	60	4
Total Specialty Education Units (SCU)			68
Tuition and Application			\$15,028.00

This school is authorized under Federal law to enroll non immigrant alien students

**This school is approved by the State of California Bureau for
Private Postsecondary Education (916) 431 6959**

2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833

(916) 431 6959 www.bppe.ca.gov

Federal Financial Aid available for those who qualify

**Advanced Computing Institute is accredited by the Commission
of the Council on Occupational Education**

41 Perimeter Center East, NE Suite 640 Atlanta, Georgia 30346

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ADVANCED COMPUTING INSTITUTE
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FOR MORE INFORMATION: 213.383.8999