

# Business Management & Accounting

20

Associate of Applied Science

MONTHS

**Available Online:** This program is delivered fully online.  
**California Locations:** National City, San Diego, San Marcos

## Business Management Job Outlook

Business managers, often called administrative services managers, are the lifeblood of an organization—they plan, coordinate, and direct the operations that allow organizations to run smoothly. Administrative services managers take care of everything from mail distribution and records management to security, recycling, wellness, transportation services, facilities maintenance, and more.

The job of a business manager is dynamic and vital to the success of an organization—and according to the Bureau of Labor Statistics, employment of administrative services managers is expected to grow by 12 percent between 2008 and 2018.

(Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition, Administrative Services Managers, on the Internet at <http://www.bls.gov/oco/ocos002.htm>)

## Associate's™s in Business Management and Accounting

Individuals looking for business management schools in San Diego should consider the Associate of Applied Science in Business Management and Accounting at California College San Diego. The program is designed to give graduates the diverse background a business manager needs, with courses in accounting, marketing, insurance, finance, electronic commerce, and more. With the program's™ focus on business and economic concepts, as well as ethical responsibilities, accountability, analytic thinking, and leadership, the program's™ emphasis is on producing the analytical, detail-oriented, flexible, and decisive managers an organization needs. So, if you are considering business management schools in San Diego, be sure to schedule an appointment to visit the San Diego campus of California College San Diego.

## Business Management and Accounting Related Careers

While some office managers in smaller organizations or in entry-level positions may only need a high school diploma with relevant experience, an accounting degree or an associate's™ degree in business management is increasingly preferred by most organizations. An associate's™ degree in business management and accounting could open up a number of doors—graduates can often find opportunities as accountants, cost estimators, administrative support workers, purchasing managers, corporate buyers, or purchasing agents.

May be completed in as few as 15 months under a flexible accelerated schedule.

COURSE NO	COURSE NAME	CREDITS	COURSE NO	COURSE NAME	CREDITS
ACC101	Accounting Fundamentals	6.0	MAN104	Business Practices	4.0
ACC103	Payroll Accounting	4.0	MAN105	Marketing	4.0
ACC108	Computerized Accounting	3.0	MAN210	Entrepreneurship	4.0
ACC213	Accounting Principles I	6.0	MAN222	Investment Principles	4.0
ACC233	Income Tax	3.5	MAN223	Internet Commerce	4.0
APP101	Computer Fundamentals	3.5	MAN224	Business Law	4.0
APP126	Databases	3.5	MAT220	College Algebra	4.0
ECN220	Economics	4.0	PHI221	Introduction to Logic	4.0
ENG101	English Composition	4.0	PRG101	Solutions Concepts	3.5
ENG223	Communication Arts	4.0	PSY101	Psychology of Motivation	4.0
FIN231	Principles of Finance	4.0	PSY299	Professional Development	4.0
HIS220	American Civilization	4.0			
MAN103	Management Principles	4.0			
			<b>TOTAL NUMBER OF CREDITS:</b>		<b>97.0</b>

For more information call 1-888-245-5068 or visit <http://www.cc-sd.edu/>