

School of Business

Associate in Science, Business Management (ASBM)

The Associate in Science, Business Management Program incorporates specialty courses in accounting, management, marketing, international business, and computer information systems. The courses provide students with the knowledge of management concepts, procedures, operations, and problem-solving techniques needed for employment or advancement. The program also prepares students for the pursuit of a bachelor's degree and beyond in business administration to become future leaders and managers in a dynamic, globally integrated business world.

Program Objectives

Upon completion of the program, the student should be able to:

1. Acquire the basic understanding of the business and management
2. Utilize quantitative and qualitative tools and methodologies to support business management and organizational decision making
3. Relate the economic, political, ethical, legal and regulatory contexts of organizational management policies
4. Develop communication skills
5. Match business administration problems and opportunities and formulate an action plan
6. Describe the information content of organizational processes and use information technology

Admission Requirements:

Students desiring admission to the Associate in Science in Business Management program must meet the following requirements:

1. Completed their high school education or G.E.D. with a minimum G.P.A. of 2.0 or better.
2. Completed or be enrolled concurrently in General Education courses not less than 21 semester units or the equivalent covering various academic disciplines which must include 6 units of English writing and Communication, 3 units of mathematics, 3 units of Natural and Physical science, 3 units of Social and Behavioral Sciences, and 6 units of Humanities and Fine Arts courses. General Education courses students are concurrently enrolled in must be completed prior to the completion of the ASBM program. The minimum G.P.A. attained must be of 2.0 or better. GE courses are offered at community/city colleges.

Mode of Instruction:

Option of on-campus or distance education mode is available for the choice of in-state students who reside in the state of California.

International Student Admission Requirements:

Unless a graduate from a US high school or foreign equivalent where English was the language of instruction evidenced by an official transcript, or a student having taken at least 2 years of education in a college program where English was the language of instruction evidenced by an official transcript, an applicant whose native language is not English must satisfy English proficiency requirement for admission to the ASBM program by scoring a TOEFL test with at least 450 PBT, 133 CBT or 45 iBT; a TOEIC of at least 480 or a IELTS of 4.



Graduation Requirements:

To receive the Associate in Science, Business Management degree, students must meet the following academic requirements:

- completed 21 units in General Education Courses
- completed 33 units in Business Core Courses
- completed 6 units in Elective Courses
- complies with the Satisfactory Academic Progress requirement by:
 - maintaining a minimum G.P.A. of 2.0 or better
 - achieving at least 67% course completion rate or the attempted credit hours do not exceed 1.5 times required to complete the program hours, and
 - fulfilling the financial obligation required by Kingston University prior to graduation

ASBM Curriculum

To meet the graduation unit requirements, students are required to complete 21 units in General Education Courses, 33 units in Business Core Courses and 6 units in Elective Courses.

ASBM courses are described below.

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Business Core Courses Required: 3 Semester Units

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Units</u>
AT 2110	Financial Accounting	3
AT 2120	Managerial Accounting	3
BU 1000	Introduction to Business	3
BU 1001	Business Software	3
BU 1010	Management Information System	3
BU 2000	Management Theory and Practice	3
BU 2010	Management Information Systems	3
BU 2400	Business Statistics	3
EC 2410	Principles of Microeconomics	3
EC 2420	Principles of Macroeconomics	3
MK 2000	Principles of Marketing	3
TOTAL		33

Elective Courses Required: 6 Semester Units

Students are required to select two undergraduate courses coded 1000~2999 that are not already a requirement listed above and obtain the Dean's approval prior to enrolling in the course.

TOTAL PROGRAM REQUIREMENT: 39 SEMESTER UNITS
(with completion of 21 semester units or the equivalent in GE courses)