

Business Administration PROGRAM

(209) 575-6129

The Business Administration program provides theoretical and practical courses, degrees, certificates of achievement, and skills recognition awards in the areas of Business Administration, Accounting, Bookkeeping, Business Operations Management, Marketing, Human Resources, Supervisory Management, International Business, Retail Management, Customer Service, and Real Estate. Career opportunities in business include the fields of accounting, finance, small business development, human resources, business operations, marketing, and management in retail, service, and manufacturing companies, government agencies, and non-profit organizations.

Students seeking transfer to a California State University (CSU) campus are typically advised to pursue the AS-T degree in Business Administration. Students seeking transfer to a specific CSU campus or a college or university outside the CSU system should consult a counselor for educational planning support based on the requirements of the intended college of transfer. Students taking courses to enter the work force, improve workplace skills, or advance an existing career should consider pursuing one or more of the AS degrees, certificates, or awards offered through the Business Administration Department.

A.S.-T DEGREE: BUSINESS ADMINISTRATION

The Associate in Science in Business Administration for Transfer (AS-T) degree is intended for students who plan to complete a bachelor's degree in Business Administration at a California State University (CSU) campus. This degree includes lower division coursework required for transfer and provides students with foundational insight into the complexities of the contemporary business environment. Coursework in the areas of accounting, business law, and economics will equip students to recognize and analyze business, financial, and ethical issues in order to make informed decisions. Students who transfer to a CSU campus will be able to pursue a bachelor's degree with emphasis in areas such as accounting, finance, general business, computer information systems, human resources management, international business, entrepreneurship, operations management, and marketing.

This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

PROGRAM LEARNING OUTCOMES

Upon satisfactory completion of this award, the student should be prepared to:

1. Demonstrate preparedness to successfully continue studies in upper division Business Administration course work.
2. Identify, analyze, and resolve ethical issues as they relate to stakeholders and the business environment.
3. Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.

THE FOLLOWING IS REQUIRED FOR THE ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education - Breadth Requirements.
 - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

REQUIRED CORE: (18 UNITS)

| | | | |
|-----------|-----|------------------------------|--------|
| BUSAD 201 | [2] | Financial Accounting |4 |
| BUSAD 202 | [3] | Managerial Accounting |4 |
| BUSAD 218 | [4] | Business Law |4 |
| ECON 101 | [1] | Principles of Macroeconomics |3 |
| ECON 102 | [2] | Principles of Microeconomics |3 |

LIST A: COMPLETE 1 COURSE (3-4 UNITS)

| | | | |
|----------|---------|---|--------|
| MATH 130 | [2,3,4] | Finite Mathematics |3 |
| MATH 134 | [2,3,4] | Elementary Statistics |4 |
| MATH 138 | [2,3,4] | Calculus for Business & Social Sciences |3 |

LIST B: SELECT TWO COURSES

| | | | |
|----------------------------------|-------|------------------------------|------------|
| Any list A course not used above | | 3-4 | |
| CSCI 220 | [3] | Business Information Systems |3 |
| BUSAD 248 | [1] | Introduction to Business | 3 OR |
| BUSAD 210 | [3] | Business Communication |3 |

TOTAL UNITS REQUIRED IN A.S.-T MAJOR27-28

| | |
|---|-------------|
| TOTAL UNITS THAT MAY BE DOUBLE-COUNTED |9 |
| GENERAL EDUCATION (CSU-GE OR IGETC) UNITS | 37-39 |
| CSU TRANSFERABLE ELECTIVES (AS NEEDED) | 2-5 |

TOTAL UNITS REQUIRED FOR A.S.-T DEGREE..... 60

Note: Double counting courses in GE and the major is permissible. Guidance and Activities requirements are not required for the Associate in Science in Business Administration for Transfer degree.