



Associate in Science in Business Administration for Transfer (AS-T)

The AS-T in Business Administration curriculum is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. While a baccalaureate degree is recommended preparation for those considering professional careers in this field, the completion of this suggested program will demonstrate commitment to the field, and provide comprehensive preparation for upper division work. Upon completion of the AS-T in Business Administration, students will be able to: 1) develop and understand the fundamental principles of business administration 2) utilize the mathematical and statistical tools available to them, and 3) promote the use of technology to support the field of business administration.

Associate Degree for Transfer Requirements

Completion of 60 semester units or 90 quarter units that are eligible for transfer to a California State University.

The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.

A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

Obtainment of a minimum grade point average of 2.0.

A grade of "C" or better in all courses required for the major or area of emphasis.

Program Student Learning Outcomes

Compose, analyze, and interpret business reports.

Identify the basic elements of a contract and assess a contract's validity.

Use basic Microsoft Office applications.

Identify and/or describe major U.S. business practices and their relationship to the economy.

Required courses:

Course #	Title	Units
BUS 1A	Beginning Principles of Accounting.....	4
BUS 1B	Elementary Principles of Accounting.....	4
BUS 18	Business Law.....	4
CIS 7	Computer Concepts.....	3
ECON 1A	Macroeconomics.....	3
ECON 1B	Microeconomics.....	3
BUS 39	Quantitative Analysis.....	3
MATH 25	Introduction to Statistics.....	4
	Total.....	28
	Double Counted (IGETC/CSU-GE).....	9
	IGETC/CSU-GE Breadth.....	37-39
	Electives as needed.....	2-4
	Total.....	60