

## **AS-T BUSINESS ADMINISTRATION**

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The Associate in Science for Transfer (AS-T) degree in Business Administration meets the lower division course requirements necessary for the California State University (CSU) system. It is a blend of disciplines including accounting, business law, business theory, economics, and mathematics. This degree is ideally suited for students wanting to pursue careers in any size business, whether profit or non-profit. The courses offer a strong foundation for concentrating in business areas such as Accounting, Finance, Human Resources, International Business, Management, Management Information Systems, and Marketing.

Upon completion of this program, students will be able to:

- Identify the purpose of Business and its functional objectives by explaining its structure, responsibilities, terminology, and management elements – (General Theory and Practice)
- Practice effective written and oral skills in explaining solutions to practical business problems which can be communicated to various stakeholders – (Communication Skills)
- Identify key issues, research relevant data, and show evidence of analytical thinking about possible solutions for business situations, opportunities and/or problems when examining business documents, information, reports, applicable laws and regulations – (Critical Thinking)
- Demonstrate the ability to work with and explain how to interact effectively with individuals of differing interests, genders, orientations, backgrounds, professions and laws in a global environment by examining the impacts of solutions to economic, ethical, and legal dilemmas presented in the domestic and/or international workplace (Global Awareness and Social Justice)
- Explain or demonstrate the need for high ethical standards in contacts with stakeholders, business associates, employees, and others who are involved in the legal, ethical, social, or philanthropic efforts of a business unit – (Personal Responsibility, Ethics, and Civility)
- Show familiarity with applications of technology in the collection, classification, recording of data needed for communications, marketing, and decision making by a business unit – (Technology)
- Create and produce document-able solutions to business problems and challenges which can be communicated to various functions of a typical business organization – (Aesthetics and Creativity)

**FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER OR THE FOLLOWING:**

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Business Department

San José City College Website

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## ***AS-T Business Administration***

Associate Degrees for Transfer (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 acceptable grade for courses in the major if the course is taken on a “pass/no pass” basis.

### **MAJOR REQUIREMENTS (CORE, LIST A AND LIST B):**

#### **REQUIRED CORE - 5 courses (19 units)**

ACCTG	020	Financial Accounting	5
ACCTG	021	Managerial Accounting	5
ECON	010A	Introduction to Macroeconomic Theory **	3
ECON	010B	Principles of Microeconomics **	3
BUS	071	Legal Environment of Business	<u>3</u>
<b>Total Core</b>			<b>19</b>

#### **LIST A - SELECT ONE COURSE (3 units) \*\***

MATH	061	Finite Mathematics	3
MATH	062	Calculus for Business and Social Science	3
MATH	063	Elementary Statistics	3

#### **LIST B - 2 courses (6 units)**

CIS	041	Introduction to Computer Information Systems	3
BUS	082	Introduction to Business	<u>3</u>
<b>Total units from CORE, List A and List B</b>			<b>28</b>

### **AS-T DEGREE REQUIREMENTS:**

MAJOR REQUIREMENTS (CORE, LIST A and LIST B)	<b>28</b>
CSU GE OR IGETC PATTERN **	37 - 39
TRANSFERABLE ELECTIVES	<u>5 - 7</u>
<b>TOTAL UNITS REQUIRED</b>	<b>60</b>

**To be awarded the Associate in Science in Business Administration for Transfer degree, students must:**

- (1) Complete 60 semester units or 90 quarter units which are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the CSU 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) Obtain a minimum grade point average of 2.0.

*While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.*

\*\* Courses may also be applied to General Education areas. Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

**The SJCC Business Department faculty recommends students include the types of courses described below in their Educational Plans:**

1. Public Speaking or Theatre
2. Philosophy of various cultures or beliefs
3. Psychology of human behavior
4. ENGL 001A and (ENGL 001B or ENGL 001C)