San José City College  
Associate in Science for Transfer Degree  
2021-2022

Business Administration AS-T

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)

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 (CSU GE) – 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.*

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

Faculty: Jess Votaw, Jesse.Votaw@sjcc.edu  
Business Department  
San José City College Website  
(408) 288-3131  
www.sjcc.edu

Prepared by the SJCC Business Division in cooperation with the Articulation Office and is subject to change without notice. This major sheet should be used for advisory purposes only. See a counselor for assistance in preparing your individual course plan. It is ultimately the individual student’s responsibility to ensure that all requirements are met.
# Business Administration AS-T

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 – Five courses (19 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 020</td>
<td>Financial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 021</td>
<td>Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ECON 010A</td>
<td>Introduction to Macroeconomic Theory</td>
<td>3</td>
</tr>
<tr>
<td>ECON 010B</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 071</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Core**

19 units

### LIST A – Select one course (3 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 061</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 062</td>
<td>Calculus for Business and Social Science</td>
<td>3</td>
</tr>
<tr>
<td>MATH 063</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

### LIST B – Select two courses (6 units)

- Any course from LIST A not already used

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 041</td>
<td>Introduction to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 082</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units from CORE, List A and List B**

28 units

## AS-T DEGREE REQUIREMENTS:

- MAJOR REQUIREMENTS (CORE, LIST A and LIST B) 28 units
- CSU GE or IGETC PATTERN 39 or 37 units
- TRANSFERABLE ELECTIVES 5 - 7 units

**TOTAL UNITS REQUIRED**

60 units

* Consult with a counselor to determine which courses are applicable within the major at the CSU you are planning to transfer to.

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