# Business Administration

## PROGRAM OVERVIEW

The Associate in Science in Business Administration for Transfer (AS-T) provides lower division preparation for students planning to transfer into business or business administration programs. Students will take courses in business as well as related fields required for business majors. This degree can lead students into several areas of concentration at four-year universities, including the following: business management, business law, marketing, finance, business ethics, and business communications.

## DEGREE REQUIREMENTS

- Completion of 60 transferable semester units to the California State University.
- Obtainment of a minimum grade point average of 2.0 in all transferable coursework.
- Full completion of one of the following General Education patterns:
  - California State University General Education – Breadth Requirements (CSU GE).
  - The Intersegmental General Education Transfer Curriculum (IGETC) for CSU, with completion of Area 1C Oral communication (CSU admission requirement)
- A minimum of 29 semester units required for the major
- All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass-No Pass" basis (Title 5 § 55063)
- Minimum 12 units in residence

## PROGRAM LEARNING OUTCOMES (PLOs)

Upon completion of the Degree program, students are able to:

- Demonstrate a productive working knowledge of the basic functions of a business enterprise, including: accounting, entrepreneurship, economics, business law, finance, human resource management, ethics and marketing.
- Demonstrate an understanding of the communication process in a business and professional setting, including: written, oral, non-verbal, electronic, and active listening.

Transfer students are strongly encouraged to create a transfer plan with a counselor as early as possible. Course articulation and major prep for this major at other universities should be reviewed with a counselor.

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## BUSINESS ADMINISTRATION
### Associate in Science for Transfer
**Major Units: 29-30**

| REQUIRED CORE | | 19 units |
|---|---|---|
| ACCTG 001 | Introductory Accounting I | 5 |
| ACCTG 002 | Introductory Accounting II | 5 |
| ECON 002 | Principles of Economics | 3 |
| ECON 001 | Principles of Economics | 3 |
| BUS 005 | Legal Environment of Business | 3 |

| RESTRICTED ELECTIVES | | 10 units |
|---|---|---|

| *LIST A: Select one (1) course* | | *4 units min.* |
|---|---|---|
| MATH 227 | Statistics | 4 |
| OR | | |
| MATH 227S | Statistics with Support | 4 |
| MATH 235 | Finite Mathematics | 5 |
| MATH 236 | Calculus for Business & Social Sciences | 5 |

| *LIST B: Select 2 courses below or Any Math course not used above* | | *6 units min.* |
|---|---|---|
| BUS 001 | Introduction to Business | 3 |
| OR | | |
| BUS 032 | Business Communications | 3 |
| CAOT 035 | Concepts in Information Systems | 3 |

| **Total Min. Units** | **29-30** |
|---|---|
| CSU GE or IGETC general education pattern | 37-39 |
| CSU Transfer elective to complete 60-unit minimum | |
| **Total Degree units** | **60** |

**Business Administration AS-T**
**Similar Programs at Local CSU Campuses**

| | | |
|---|---|---|
| Dominguez Hills | Business Administration<br>-General Business, | BS |
| Long Beach | Business Administration<br>- Partially Online<br>-Accounting,<br>-Finance,<br>-Human Resources Management,<br>-International Business,<br>-Management,<br>-Management Information Systems,<br>-Marketing,<br>-Operations and Supply Chain Management | BS |
| Los Angeles | Business Administration<br>-Accounting,<br>-Business Economics,<br>-Business Paralegal,<br>-Entrepreneurship,<br>-Finance,<br>-General Business,<br>-Healthcare Administration,<br>-Human Resources Management,<br>-International Business,<br>-Management,<br>-Marketing,<br>-Operations and Supply Chain Management,<br>-Real Estate,<br>-Retailing | BS |
| Northridge | Business Administration<br>-Business Law,<br>-Financial Analysis,<br>-Financial Planning,<br>-Global Supply Chain Management,<br>-Management,<br>-Marketing,<br>-Real Estate,<br>-Risk Management and Insurance,<br>-Systems and Operations Management, | BS |
| Northridge | Economics -General | BS |
| Pomona | Business Administration<br>-Accounting,<br>-Computer Information Systems,<br>-E-Business,<br>-Finance, Real Estate, and Law,<br>-International Business,<br>-Management and Human Resources,<br>-Marketing Management,<br>-Technology and Operations Management | BS |

For more CSU programs, visit the [Associate Degree for Transfer Major & Campus Search](https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx) weblink.
https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx

**Declaring the major**
Meet with a counselor to set the following plans and majors in PeopleSoft. (Required to allow you to apply for graduation online.)
- Business Administration AS-T
- CSU GE or IGETC Certificate of Achievement

**Preparing for Graduation**

Please log in to PeopleSoft Student Portal to fill out the appropriate application for the degree/certificate and submit it before the deadline.

- If you have attended any colleges or universities outside the Los Angeles Community College District and will be using coursework toward an Associate's degree, Certificate of Achievement or GE Certification, we require official transcripts to be on file with Admissions and Records. This also applies to any coursework taken within our District prior to Spring 1974.  Transcripts from other institutions must be mailed directly to the Admissions & Records Office by the respective colleges for credit.

- If you are going to use courses from colleges or universities outside of the California Community College system, you should make an appointment with a counselor for a transcript evaluation to determine which courses can be used towards your degree or certification. It is highly recommended that all students who start at LATTC meet with a counselor to discuss your transfer educational goals.

**Applying for Graduation (Degree and Certificate)**

- Logon to your PeopleSoft portal and navigate to:
  *Academic Records> My Academics> Petition for Graduation*
- Apply within the first 6 weeks of the current semester.
- Applications submitted after deadline may be reviewed for the subsequent semester.