

**Glendale Community College**  
**Associate in Science in Business Administration for Transfer**

**NARRATIVE**

**Criteria A. Appropriateness to Mission**

**1. Statement of goals and objectives:**

The Associate in Science in Business Administration for Transfer degree aligns with the CSU Bachelor of Science in Business Administration. The Associate in Science in Business Administration for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing.

Upon completion of the appropriate four-year institution degree students will be prepared to enter occupations such as the following: Accountants and Auditors, Business Operations Specialists, Financial Managers, General and Operations Managers, Human Resources Specialists, Labor Relations Specialists, Management Analysts, Market Research Analysts, Marketing Specialists and Sales Managers.

Occupational competencies students will acquire are technical skills, human relation skills, employability skills and general education.

**Accounting skills:** The accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, classified financial statements, and financial statement analysis. Also included are issues related to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. Additional concepts include coverage of classifications, behaviors of costs, cost systems, the analysis and use of cost information, cost-volume-profit analysis, contribution margin, profit planning, standard costs, relevant costs, and capital budgeting.

**Business Law skills:** The legal ramifications of business and personal conduct in the areas of business contracts and agency. In addition, the American legal system, alternative disputes resolution, business torts and ethics.

**Introductory Business skills:** The business administration student will learn about the complexities of the competitive business world, international business, forms of business ownership, social responsibility and ethics, and entrepreneurship. Familiarity with basic principles and practices of contemporary business, knowledge of business terminology, and an understanding of how business works within the U.S. economic systems are learning outcomes the degree covers.

Business Communication skills: these include letter-writing principles and techniques (through expository and argumentative writing); employment portfolio; business letters; team presentation; and application of electronic communication (netiquette, email format, Internet uses).

Computer Literacy skills: Basic computer concepts including hardware, software, computer history, programming, computer ethics, and cultural implications. In addition, several hands-on applications such as systems software (Windows), word processing software (MS Word), spreadsheet software (MS Excel), database software (MS Access), and presentation software (MS PowerPoint).

Economics skills: Principles of microeconomics, the parts of an economic system: the markets, the producers, the consumers and the structures of basic industries along with systems for relative resource use and income determination. The basic economic institutions and principles as they pertain to the entire economic system, money and banking, determinants of national income, employment, output and the roles played by government in using monetary and fiscal policy to promote the mandates of the Employment Act of 1946.

Math skills: Sets, matrices, and systems of equations and inequalities; linear programming; combinatorial techniques, introduction to probability; and mathematics of finance. Analytic geometry, differential and integral calculus . Modern statistical methods in the process of decision making. Concepts are introduced by example rather than by rigorous mathematical theory: measures of central tendency and dispersion, regression and correlation, probability, sampling distributions including the normal, t, and chi-square, statistical inference using confidence intervals and hypotheses testing.

Courses required in the proposed program are specifically designed as transferable courses so students are prepared for a degree in Business Administration at a four-year institution. These courses meet the lower division requirements of a major at a four-year institution.

## **2. Catalog description for existing program, including new option.**

Proposed Catalog Description for Associate in Science in Business Administration for Transfer Degree:

The Associate in Science in Business Administration for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing. The Associate in Science in Business Administration for Transfer degree aligns with the CSU Bachelor of Science in Business Administration.

**Associate Degrees for Transfer Requirements:**

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. 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.
3. Completion of a minimum of 18 semester units in the “AS-T Business Administration” major as detailed in the program section of the college catalog. 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).
4. Certified completion of the Intersegmental General Education Transfer Curriculum (IGETC) pattern.