



Associate in Science & Transfer/Career Options  
**BUSINESS ADMINISTRATION**  
 2010-2011

The *Associate in Science Degree in Business Administration* is designed to give students who choose to work toward the Bachelor of Science Degree a well-balanced introduction to professional careers in business. It provides students with the knowledge and analytical skills essential for employment in all sectors of business, industry, managerial careers in government and non-profit organizations. Some career possibilities are listed below. Many of the careers listed require a bachelor's degree or higher. Visit the Career Center for more information and/or consult with a counselor to determine the best path for you. For the requirements in the associate degree, please see grid below. An associate degree is **NOT** a requirement for transfer.

<b>Required core courses</b>	(1) ACTG 121 (2) ACTG 131 (3) BUS 103 (4) BUS 120 or MATH 241 or MATH 251 (5) BUS 123 or MATH 200 (6) BUS 201 (7) ECON 100 (8) ECON 102
<b>Plus a minimum of 6 units from the following:</b>	ACTG 172, BUS 101, BUS 111, BUS 150, BUS 153, BUS 200, BUS 205, BUS 221, BUS 225, BUS 226, BUS 227, BUS 230, BUS 240, BUS 241, BUS 242, BUS 243, BUS 244, BUS 245, BUS 248, BUS 279, BUS 290, BUS 291, BUS 292, BUS 293, BUS 352, BUS 353, BUS 401, BUS 411, BUS 520, CAOT 225, CAOT 226, CAOT 230, CAOT 231, CAOT 301, PSYC 300, R.E. 100, SPCH 100 or SPCH 120 or SPCH 150
<b>Total required units in major area:</b> 30-33; <b>plus</b> General Education and other requirements for the Associate degree (refer to the Associate Degree Requirements).	

<b>CAREER POSSIBILITIES</b>		
Accountant	Disability Insurance Officer	Life Underwriter
Account Executive	Economic Financial consultant	Loan Officer
Administrative Services Manager	Educational Business Administrator	Management Analyst & Consultant
Advertising Analyst	Employer Benefits Specialist	Management Information System
Auditor	Estate Manager	Marketing Analyst
Bank Examiner	Finance Administrator	Marketing & Sales
Banking Consultant	Financial Consultant	Merchandising Manager
Banking Manager	Financial Operations Officer	Mortgage Loan Counselor
Budget Analyst	Financial Planner	Personnel Analyst
Budget Officer	Financial Statistician	Production & Operation
Certified Internal Auditor	Financial Manager	Real Estate Broker
Certified Management Accountant	Franchise Tax Board Agent	Sales Manager
Certified Public Accountant	General Manager	Sales Representative
Chief Financial Officer	Government Accountant	Securities Analyst
Controller	Government Auditor	Small Business Owner
Cost Accountant	Government Executive	Strategic Management
Cost Analyst	Human Resource Manager	Tax Accountant
Credit Analyst	Insurance Examiner	Tax Consultant
Credit Manager	Internal Auditor	Top Executive
Customer Relations Manager	Internal Revenue Service Agent	Treasurer
	Investment Analyst	Warehouse Manager
	International Business	

UNIVERSITY OF CALIFORNIA Consult <a href="http://www.assist.org">www.assist.org</a> for additional requirements.				
CAMPUS	ACCOUNTING	ECONOMICS	MATH	OTHERS
<b>BERKELEY</b> 2009-2010 Business Administration	Not required	ECON 100+102(P)	•BUS 123 OR MATH 200 (P) •MATH 241 OR MATH 251 (P)	•BUS 100 (P) •ENGL 100 OR ENGL 105 •ENGL 110 (P)
	Minimum Eligibility Requirements for Admission: (1) Complete all Prerequisite (P) courses with letter grade of C- or better no more than 5 yrs. before starting major. (2) Complete all breadth requirements (7-course breadth requirements). <i>IGETC does not satisfy these requirements.</i> Business courses cannot be used for breadth. Prerequisite courses cannot be used for breadth. Micro- and Macro Economics cannot be used for breadth. Requirements must be met with courses: no AP or IB. No more than two courses offered by the same department may be used. (3) Complete the foreign language requirement. (4) Complete at least 60 UC-transferable semester units. Visit the Haas School of Business website at <a href="http://www.haas.berkeley.edu/Undergrad">http://www.haas.berkeley.edu/Undergrad</a> for admissions information.			
<b>DAVIS</b> 2009-2010 Managerial Economics	ACTG 121+131	ECON 100+102	•MATH 200 •MATH 241+242 OR MATH 251+252	COMP 155 OR COMP 190
	Pre-Major Requirement (1) Complete Economics, Statistics, and Calculus courses with a cumulative GPA of at least 2.80. (2) To be competitive applicant, you must have a minimum transfer overall GPA range of 2.8 or higher. (3) For completion of GE requirements, see the GE/Breadth area of ASSIST, or the General Education sections of the UC Davis General Catalog. Effective fall 2011 the new UCD GE pattern will have an increased focus on building critical skills and core reading/writing proficiency. Visit <a href="http://www.agecon.ucdavis.edu">http://www.agecon.ucdavis.edu</a>			
<b>IRVINE</b> 2009-2010 Business Administration Business Economics	ACTG 121+131 (BUSADM only)	ECON 100+102 (Both majors)	•MATH 200 (BUSADM only) •MATH 251+252 (Both majors)	•COMP 284 (BUSECON only) •Two introductory social sci. courses in discipline other than econ. (chosen from ANTH 110, 125, 150; GEOG 110, 150; PSYC 100; SOC 100)
	<b>Business Administration:</b> Junior-level applicants with the highest grades overall (minimum CUMGPA of 3.0) and who satisfactorily complete all the required courses as noted above will be given preference for admission. Admission to the major will be competitive due to limited space availability. <b>Business Economics:</b> Transfer applicants with the highest grades overall who satisfactorily complete course prerequisites will be given preference for admission.			
<b>LOS ANGELES</b> 2009-2010 Business Economics	ACTG 121+131	ECON 100+102	MATH 251+252	ENGL 110 OR ENGL 165
	Major is highly selective. All preparatory courses as indicated above should be completed by the spring term just prior to transfer. All courses must be taken for a letter grade. After transfer to UCLA, students may not change their major to Business Economics if they were originally admitted to a major outside the Department of Economics. Visit <a href="http://www.econ.ucla.edu">www.econ.ucla.edu</a> and <a href="http://www.admissions.ucla.edu">www.admissions.ucla.edu</a>			
<b>RIVERSIDE</b> 2009-2010 Business Administration Business Economics	ACTG 121+131*	ECON 100+102 (Both majors)	•BUS 123 OR MATH 200 (BUSADM only) •MATH 241+242 OR 251 (BUSADM only) •MATH 251+252 (BUSECON only)	•BUS 100 (BUSADM only) •BUS 103 (BUSADM only)
	<b>Business Administration:</b> (1) Complete IGETC or the UCR breadth pattern for the College of Humanities, Arts and Social Sciences. (2) Complete all the above courses as indicated. (3) Present a minimum GPA of 2.50 in all UC transferable courses. *Skyline's ACTG 131 is accepted in lieu of the UCR upper division course, BUS 108. <b>Business Economics:</b> Completion of the coursework as indicated above is not mandatory for admission into this major. However, students are advised to complete as much lower division course preparation as possible prior to transfer. Completion of IGETC is recommended.			
<b>SANTA BARBARA</b> 2009-2010 Economics & Accounting Economics Economics/Mathematics  (Effective Fall 2011, the Business Economics major is no longer being offered)	ACTG 121+131 (ECON & ACTG major only)	ECON 100+102 (all majors)	•BUS 123 OR MATH 200 (ECON & ACTG major only) •MATH 241+242 OR MATH 251+252 (ECON & ACTG major only) •MATH 251+252 (ECON major only) •MATH 251+252+253 (ECON/MATH major only) •MATH 270+275 (ECON and ECON/MATH majors only)	
	Admission Selection Information: Transfer students who wish to declare these major must complete the following four courses with a 2.75 GPA, with no individual grade less than "C": <b>Economics and Accounting:</b> One microeconomics course, one macroeconomics course, one statistics course, and one calculus course. <b>Economics and Economics/Mathematics:</b> One microeconomics course, one macroeconomics course, one statistics course, and two calculus course. <b>For all majors:</b> Students are admitted initially to the pre-major. Admission into the full major is contingent upon completion of any remaining pre-major courses with a GPA of 2.85 (2.70 for ECON/MATH major) or above.			
<b>SANTA CRUZ</b> 2009-2010 Business Mgmt Econ Economics Economics, Global Economics/Math	ACTG 121+131*	ECON 100+102 (all majors)	•MATH 200 (All majors) •MATH 241+242 OR MATH 251+252+253 (BUS MGMT ECON, ECON, ECON/GLOB only) •MATH 251+252+253 (ECON/MATH only)	•COMP 250 OR COMP 284 (BUS MGMT ECON only) •MATH 270 (ECON/MATH only)
	*ACTG 121+131 are required for the Business Management Economics major. ACTG 121+131 are recommended courses only, NOT required, for the Economics and Economic, Global major. All the Economics majors are selective. Admission is based on performance in the two economic courses: students must have a combined GPA of 2.8 in these courses. Letter grades are strongly encouraged. For the Economics, Global major, please see articulation agreement at <a href="http://www.assist.org">www.assist.org</a> for additional notes.			

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Consult [www.assist.org](http://www.assist.org) for additional requirements.

	ACCOUNTING	ECONOMICS D3	MATH B4	STATISTICS B4	LAW	INFORMATION SYSTEMS	OTHER
<b>EAST BAY</b> 2009-2010 Business Administration	ACTG 121 ACTG 131	Agreement ended Summer 2010.	MATH 241 <b>OR</b> MATH 251	BUS 123 <b>OR</b> MATH 200	BUS 201	BUS 103 <b>OR</b> CAOT 200	See <a href="http://www.csueastbay.edu/ecat">www.csueastbay.edu/ecat</a>
Effective Fall 2010, CSU EB's Business Administration major is impacted. All courses listed above must be completed with a letter grade of C or better. Students who take ECON 100 and ECON 102 at Skyline College Fall 2010 and thereafter may not use these courses to meet the Business Administration admissions requirement. Fully eligible upper-division transfer students who apply to the university for Fall Quarter 2011 or will be eligible for admission to the University as "Pre-Business" majors. <u>To be admitted into the Business major, they will have to meet the supplemental criteria.</u> Students must earn a minimum GPA of 2.5 in all college work completed. Courses in Area A1 (Speech Communication, A2 (Written Communication), A3 (Critical Thinking), and B4 (Quantitative Reasoning) must be completed by the end of Fall 2010. Please see <a href="http://www.cbe.csueastbay.edu/ssc/docs/Impacted-BSBA.pdf">http://www.cbe.csueastbay.edu/ssc/docs/Impacted-BSBA.pdf</a> for additional admissions criteria.							
<b>SACRAMENTO</b> 2008-2009 Business Administration	ACTG 131 (No equivalency for ACTG 121)	ECON 100 ECON 102	MATH 241 <b>OR</b> BUS 120	MATH 200 <b>OR</b> BUS 123	NOT REQUIRED	See <b>NOTE</b> below.	See <a href="http://www.csus.edu/catalog/">www.csus.edu/catalog/</a>
<p><b>NOTE 1:</b> All Business majors will be required to demonstrate computer literacy and competency prior to enrolling in upper division courses or passing the MIS Challenge Exams (refer to <a href="http://www.csus.edu/mislab">www.csus.edu/mislab</a>) OR completing MIS 1A-1B-1C (no equivalencies), or equivalent coursework.</p> <p><b>NOTE 2:</b> Before being admitted to the major, transfer students must supply an unofficial copy of their transcripts to the Undergraduate Business Advising Center (UBAC) in the College of Business Administration.</p> <p><b>NOTE 3:</b> Lower-Division courses used to satisfy Business computer literacy, pre-major and minor requirements (including Economics and Mathematics courses ) must be completed within seven years of the date of admissions to the Business Administration major.</p> <p><b>NOTE 4:</b> A minimum of a "C" grade is required in each of the "pre-major" courses, and an overall GPA of 2.0</p>							
<b>SAN FRANCISCO</b> 2009-2010 Business Administration	ACTG 121 ACTG 131	ECON 100 ECON 102	BUS 120 <b>OR</b> MATH 241 <b>OR</b> MATH 251	BUS 123 <b>OR</b> MATH 200	NOT REQUIRED	BUS 103 or see <b>NOTE 1</b> below.	SPCH 127♦
<p><b>NOTE 1:</b> Students are advised to complete their A1 (Oral Communication), A2 (First Year Written Composition, and A3 (Second Year Written Composition) courses as prerequisites to core courses in the major.</p> <p><b>NOTE 2:</b> Before advancing to upper division business courses, business majors and hospitality management majors will be required to demonstrate proficiency in the use of information systems in a business environment or take BUS 103.</p> <p><b>NOTE 3:</b> Students must earn a C- or better in core business courses being used as prerequisites for other core business courses.</p> <p>Requirements above are for all concentrations: Accounting, Corporate Finance, Decision Sciences, Electronic Commerce Systems, Entrepreneurial/Small Business Management, Financial Services, Information Systems, International Business, Management, and Marketing.</p> <p>♦ May be selected as an elective within the Entrepreneurial/Small Business Management concentration.</p>							
<b>SAN JOSE</b> 2010-2011 Business Administration	ACTG 121 ACTG 131♣	ECON 100 ECON 102	MATH 241	BUS 123	BUS 201	COMP 155■	ENGL 110 <b>OR</b> ENGL 165
<p>These lower division course requirements are necessary for all concentrations unless otherwise noted. The following concentrations are: Accounting, Accounting Information Systems, Corporate Financial Management, Entrepreneurship, Finance, General Business, Human Resources Management, International Business, Management, Management Information Systems (MIS), and Marketing.</p> <p><b>Please Note:</b> ACTG 121, BUS, 123, AND MATH 241, and ENGL 110 or 165 must be completed with a grade of "C" or better</p> <p>♣ ACTG 131 (BUS 21) is not required for Accounting, Accounting &amp; Information Systems, or Corporate Financial Management concentrations.</p> <p>■ COMP 155 is an additional requirement for the M.I.S. concentration (must earn a grade of "C" or better).</p>							
<b>SAN LUIS OBISPO</b> 2009-2010 Business Administration	ACTG 121 ACTG 131	ECON 100 ECON 102	MATH 241	BUS 123 <b>OR</b> MATH 200	No articulation established	COMP 250♥	
<p>These lower division course requirements are necessary for all concentrations unless otherwise noted.</p> <p>♥COMP 250 is for the Information Systems concentration only.</p> <p>Visit <a href="http://www.calpoly.edu/-acadprog/">http://www.calpoly.edu/-acadprog/</a> or <a href="http://www.ess.calpoly.edu/ admiss/undergad/prospective_transfer.html">www.ess.calpoly.edu/ admiss/undergad/prospective_transfer.html</a>.</p>							

INDEPENDENT COLLEGES/UNIVERSITIES							
CAMPUS	ACCOUNTING	ECONOMICS	MATH	STATISTICS	COMPUTER	OTHER	OTHER
<b>GOLDEN GATE UNIVERSITY</b> 2006-2007 Business Administration	ACTG 121+131	ECON 100+102	MATH 222 OR BUS 120	BUS 123 OR MATH 200	BUS 103	ENGL 100 OR 105 AND ENGL 110 OR ENGL 165 SPCH 100 OR SPCH 120 OR SPCH 150	
	<b>NOTE:</b> Consult articulation handout for additional requirements. GGU requires ENGL 1A (Expository Writing), ENGL 1B (Research Writing, and CRTH 10 (Critical Thinking) courses as part of the basic proficiencies for the Business Administration major. IGETC OR CSU-GE Breadth accepted.						
<b>MENLO COLLEGE</b> 2008-2009 Management	ACTG 121+131	ECON 102	NOT REQUIRED	BUS 123 OR MATH 200	BUS 103	SPAN 130 & 140 (For International Management concentration only)	All CSU transferable courses are transferable to Menlo College.
<b>NATIONAL UNIVERSITY</b> 2008-2009 Business Administration	ACTG 121+131	ECON 100+102	MATH 201			BUS 201	See GE articulation handout for additional requirements in the Transfer Center.
<b>NOTRE DAME de NAMUR UNIVERSITY</b> 2009-2010 Business	ACTG 100 ACTG 121+ 131	ECON 100+102	NOT REQUIRED	MATH 200	NOT REQUIRED	BUS 100 BUS 205	See GE articulation handout for additional requirements. IGETC or CSU-GE accepted. Please note: Not all courses need to be completed prior to transfer
<b>SANTA CLARA UNIVERSITY</b> 2009-2010 Business	ACTG 121+131	ECON 100+102	MATH 241+242 OR MATH 251+252	Recommended: BUS 123 OR MATH 200		ENGL 100 OR 105 AND ENGL 110 OR 165	BUS 100 (Recommended) Refer to the Santa Clara University articulation agreement for additional requirements.
<b>UNIVERSITY OF SAN FRANCISCO</b> 2007-2008 Business Administration	ACTG 121+131	ECON 100+102	NO EQUIVALENCY	BUS 123 OR MATH 200	NOT REQUIRED	For major information, visit <a href="http://www.usfca.edu/bps/undergraduate/tr/Business_Administration/">http://www.usfca.edu/bps/undergraduate/tr/Business_Administration/</a>	

**These requirements are subject to change by transfer institutions. See a counselor for further information.**

TRANSFER CENTER, ROOM 2227

3300 College Drive • San Bruno, CA 94066 • (650) 738-4232 • [skylinecollege.edu](http://skylinecollege.edu) • 07-10:rw/lf/je