



A Course of Study for

## **BUSINESS ADMINISTRATION AS-T**

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Business Managers coordinate business activities in both private industry and public agencies. They are responsible for operations, maintenance, purchasing, planning, organizing, budgeting, and directing the work of the employees. Business executives are the higher-level management staff, directing the activities of the firm. They develop and administer policies to maximize profits. They also direct financial programs and develop policies aimed at maintaining good relations with the public, stockholders, employees, and customers.

For additional career possibilities, visit the Career Services Center on the main campus to utilize computerized career information systems and other valuable career resources.

### **PROGRAMS OFFERED**

- Transfer Preparation
- Career Opportunities

### **DEGREE**

- Business Administration Associate Degree for Transfer

**Students may satisfy the requirements of this degree with approved courses (which may be fewer units) taken at other California Community Colleges. The courses listed below are SMC courses. If completed entirely at SMC, the Area of Emphasis requires 29 units.**

### **ASSOCIATE DEGREE IN BUSINESS FOR TRANSFER TO THE CSU**

The Associate in Arts for Transfer (AA-T) is designed to facilitate transfer admission to a CSU in a similar major. If you are considering transfer to a UC, private, or out-of-state school, consult a counselor regarding the transfer requirements of that institution.

Associate Degree for Transfer Requirements:

- completion of at least 60 CSU-transferable semester including:
  - completion of the Area of Emphasis with a grade of C or higher in each course or with a P if the course was taken on a Pass/No Pass basis, and the P is equal to a C or higher (Title 5 §55063)
  - completion of either CSU GE or IGETC; students transferring to CSU using IGETC must complete Area 1C (see [www.smc.edu/articulation](http://www.smc.edu/articulation) or visit the General Counseling and Transfer Services Center)
  - a minimum of 12 degree applicable semester units completed at SMC
  - a minimum overall GPA of 2.0 in all CSU-transferable units

**Note:** while a minimum GPA of 2.0 is required for admission to a CSU, some majors/campuses may require a higher GPA. Please consult with a counselor for details.

### **CATALOG RIGHTS**

A student may satisfy the requirements of a degree that were in effect at any time of the student's **continuous** enrollment. Continuous enrollment means attendance in at least one semester (Fall or Spring) in each academic year.

## TRANSFER PREPARATION

Many colleges/universities offer baccalaureate degrees in this field. Students planning to transfer to a four-year college or university should complete the lower-division major requirements and the general education pattern for the specific transfer institution. SMC has articulation agreements with the many UC and CSU campuses, as well as several private and out-of-state institutions.

Exact major requirements for UC and CSU campuses can be found online at [assist.org](https://assist.org).

A listing of private, nonprofit California colleges and universities can be found online at [aiccu.edu](https://aiccu.edu). For articulation agreements between SMC and some of these institutions see [smc.edu/articulation](https://smc.edu/articulation).

The **University of California system has a transfer pathway** for any UC campus that offers Business Administration. For more information, visit [pathwaysguide.universityofcalifornia.edu](https://pathwaysguide.universityofcalifornia.edu)

SMC offers the **Business Administration Associate Degree for Transfer**. Students completing this degree are eligible for priority transfer admission consideration in the majors at the **California State University** campuses listed below. In addition, you will be required to complete no more than 60 semester/90 quarter CSU units of coursework after transfer to complete your baccalaureate degree.

**NOTE: If you are considering transfer to a UC, private, or out-of-state school, please consult a counselor before applying to transfer, as the transfer requirements may be different from those required for the Business Administration AS-T.**

For the most current list of CSU campuses accepting this Transfer degree visit [calstate.edu/transfer/adt-search/search.shtml](https://calstate.edu/transfer/adt-search/search.shtml)

## ONLINE ASSOCIATE DEGREE FOR TRANSFER (ADT)

Santa Monica College offers the courses highlighted below fully online. Students may complete the degree requirements fully online. For math and lab science GE requirements, only Math 54 (*or ACCTG/BUS 45 for CSU bound students*) and Astronomy 3 are offered online.

**BUSINESS ADMINISTRATION, ASSOCIATE DEGREE FOR TRANSFER (23 UNITS)**

**Program Learning Outcomes:** Upon completion of the program, students will demonstrate coherent and comprehensive analyses of business issues and identify and resolve ethical dilemmas in the domestic and global business environment.

**AREA OF EMPHASIS: (27 - 29 UNITS)****Required Core Courses: (19 units)**

ACCTG 1	Introduction to Financial Accounting	5
ACCTG 2	Corporate Financial and Managerial Accounting	5
BUS 5	Business Law and the Legal Environment	3
ECON 1	Principles of Microeconomics	3
ECON 2	Principles of Macroeconomics	3

**Select 1 Course from the following: (3 units minimum)**

MATH 7*	Calculus 1	5
MATH 28*	Calculus 1 for Business and Social Science	5
MATH 54	Elementary Statistics ( <i>Students transferring to CSU Northridge please note: CSUN Business department will NOT accept UCLA XL10 Statistics to satisfy the business statistics requirement</i> )	4

\*Maximum UC credit for MATH 7 and 28 is one course.

MATH 21, Finite Mathematics (3) (*may be used if completed Fall 2015 or prior*)

**Select 2 Courses from the following if not used above: (5 units minimum)**

BUS 1	Introduction to Business	3
<i>or</i>		
BUS 32	Business Communications	3
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CIS 4	Business Information Systems with Applications	3
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MATH 7*	Calculus 1	5
<i>or</i>		
MATH 28*	Calculus 1 for Business and Social Science	5
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MATH 54	Elementary Statistics ( <i>Students transferring to CSU Northridge please note: CSUN Business department will NOT accept UCLA XL10 Statistics to satisfy the business statistics requirement</i> )	4

\*Maximum UC credit for MATH 7 and 28 is one course.

\*Highlighted courses are available online and on-campus.

MATH 21, Finite Mathematics (3) (*may be used if completed Fall 2015 or prior*)

CIS 1 may be substituted for CIS 4 *if taken prior to Winter 2019*.

**PLEASE NOTE:** Some CSU campuses may require more than one mathematics course. Go to [assist.org](http://assist.org) for details.