

# BUSINESS ADMINISTRATION (TRANSFER)

Curriculum Guide for Academic Year 2011-2012

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Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at [www.assist.org](http://www.assist.org) and **consult a counselor** before beginning a program of study. To meet with a counselor call 562-938-4561 for the LAC, or (562) 938-3920 for PCC. Students may also wish to visit the Transfer Center on either campus.

Program of study leading to: <b>Associate in Arts (A.A.) Degree</b>				
<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
€	ACCTG 1A	Principles of Accounting	4(5)	
†€	ACCTG 1B	Principles of Accounting	4(5)	
†*	ECON 1A	Macro Economic Analysis	3	
†*	ECON 1b	Micro Economic Analysis	3	
	LAW 18A	Business Law	3	
	<b>Subtotal Units</b>		<b>17(19)</b>	
<b>IN ADDITION, complete ONE (1) of the following courses:</b>				
	CAOTC 34	Intro to Computers and Applications	3	
	CBIS 8B	Visual BASIC Programming	4	
†	CBIS 208B	Advanced Visual BASIC Programming	4	
	CBIS 6B	Intermediate Business Applications	3	
	CBIS 6A	Intro to IT Concepts and Applications	4	
	<b>Subtotal Units</b>		<b>3-4</b>	
<b>IN ADDITION, complete ONE (1) of the following courses:</b>				
			UNITS	
†*	MATH 37	Finite Mathematics	3	
†*	MATH 47	Calculus for Business	3	
†*	MATH 50	Precalculus Mathematics	5	
†*	MATH 60	First Calculus Course	5	
	<b>Subtotal Units</b>		<b>3-5</b>	
	<b>TOTAL UNITS</b>		<b>23-26(28)</b>	

For graduation with an **Associate in Arts (A.A.) Degree with a major in Business Administration-Transfer:**

- Units:** Complete a minimum of 60 units, distributed as follows:
 

<b>Business Admin. Transfer Major:</b>	23-26(28) units
<b>General Education/A.A.</b>	25 units
<b>Electives/Other courses:</b>	(7)9-12 units
<b>TOTAL:</b>	60 units

**Associate Degree requirements continue on the following page:**

**Associate Degree requirements continued from the previous page:**

1. **Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above with a grade of "C" or better**, or "P" if course is graded on a P/NP basis.
2. **Residence for the Degree:** Complete at least 30 units of the required 60 in residence at LBCC, or complete in residence at LBCC at least 20 units within the last 30 units of work applied to the degree.
3. **Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 12-14 units** of the required 23-26(28) must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
4. **General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements\*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at <http://osca.lbcc.edu>.
5. Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <http://admissions.lbcc.edu/>. Refer to the Schedule of Classes (<http://schedule.lbcc.edu>) and click the "Important Dates" link to view the actual deadline for each semester.

\*The requirements for general education/proficiency and the field of concentration (major) need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment".

Unless otherwise noted, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

**Program of study leading to:  
Certificate of Achievement**

**REQUIRED COURSES**—Complete the 23-26(28) units of required courses as listed in the Associate Degree requirements box on the first page.

<u>REQUIRED COURSES</u>	In Progress	Completed
<b>TOTAL UNITS 23-26(28)</b>		

For graduation with a **Business Administration-Transfer Certificate of Achievement:**

1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of "C"**, or P if course is graded on a P/NP basis.
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 12-13 units** of the required 23-26 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at <http://admissions.lbcc.edu/>. Refer to the Schedule of Classes (<http://schedule.lbcc.edu>) and click the "Important Dates" link to view the actual deadline for each semester.

For both the **Associate in Arts** and the **Certificate of Achievement**, the following courses are recommended, **BUT ARE NOT REQUIRED** to earn either.

**RECOMMENDED but not required courses:**

	CAOTO 15	Business Communications	3		
†	CBIS 36	Systems Analysis and Design	3		
	GBUS 5	Introduction to Business	3		
	IBUS 1	Intro to International Business	3		
	LAW 18B	Business Law	3		
*	PHIL 7	Introduction to Ethics	3		
*	PHIL 12	Introduction to Logic	3		
†*	STAT 1	Elementary Statistics	3		

## Career Opportunities

This field of concentration allows students to earn the Associate Degree while partially preparing them for transfer into the business administration major at a university. In addition, it prepares the student for an entry-level position in any business office.

This Certificate of Achievement will prepare students for an entry level position in a variety of business settings and will serve as a foundation for specialization.

This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major.

## Program Mission and Outcomes

The mission of the Business - Administration (Transfer) Program is to help students acquire the necessary knowledge and skills to transfer to an upper-division Business program at a 4-year college or university.

### **Outcomes:**

- Comprehend the primary elements of the language and theories of the Business environment, while recognizing the importance of ethics, social responsibility, and diversity as legitimate organizational objectives.
- Use creative and critical-thinking strategies in the solution of complex business situations through the application of learned Business concepts.
- Develop communication and teamwork skills for the purpose of ensuring future personal and professional success.

## Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a “C” or “P” grade. Refer to the General Catalog (<http://www.lbcc.edu/cat/index.html>), the Schedule of Classes (<http://schedule.lbcc.edu/>), or the online Credit Course Outline (<http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails/>) for specific prerequisite information.

\* This course is an exception to the “double-counting” rule; it may be double-counted.

⊕ **NOTE: Effective: Spring 2012** -- Unit level will change for the following courses: ACCTG 1A & 1B **will stay** 4 units **the unit change was rescinded for the Spring '12 semester**, ACCTG 230 1 units →2units, CBIS 223 3 units → 3.5 units, CBIS 260 1 unit →1.5 units.