

## BUSINESS ADMINISTRATION (AS-T)

The Associate in Science in Business Administration for Transfer is designed for students who would like to transfer to a **California State University (CSU)** to complete a bachelor's degree with a major in **Business Administration** or related field. Students acquire broad fundamental knowledge of the theory and practice of business, and the skills needed to successfully apply their knowledge in a professional environment. Students who complete the degree meet minimum CSU eligibility requirements as an upper-division transfer and fulfill major preparation requirements for admission in the Business Administration major (in approved concentrations) and/or related majors that have been deemed similar to the AS-T.

Required Core: (19 units)		Units
ACCT 1	Introductory Accounting I	5
ACCT 2	Introductory Accounting II	5
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
LAW 1	Business Law I	3

List A: (4 units)		Units
MATH 227	Statistics	4

List B: (6 units)		Units
CIS 101 (Formerly CO SCI 101)	Introduction to Computers and Their Uses	3
BUS 1	Introduction to Business	3

**Total Units for Major: 29**

### Degree Requirements:

1. Completion of **60 CSU transferable semester** units with a **2.0 GPA**.
2. Full completion of **IGETC** or **CSU GE-Breadth**.
3. Major courses must be passed with a grade of "C" or better.

**Note:** Although 2.0 is the minimum GPA, some campus majors may require a higher GPA. Please consult with a counselor or visit the Transfer Center for more information.

## Associate Degrees for Transfer (ADT) Frequently Asked Questions

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### ► What is an AA-T and AS-T Degree? How are these degrees different from the associate degrees that community colleges already offer?

The Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees provide community college students with an opportunity to earn an associate's degree at their local community college as well as meet **CSU minimum eligibility requirements for transfer admission**.

The program also guarantees that a student who earns an ADT will be admitted to a California State University (not necessarily to a particular campus), enter the CSU system at junior standing, and only need to complete 60 additional semester units (or 90 quarter units) to earn a bachelor's degree **in a CSU major that has been deemed as similar**. Additional benefits include a 0.10 GPA boost for admission consideration.

### ► How do I tell which CSU campuses offer bachelor's degrees that are considered "similar to" my AA-T/AS-T degree?

Students should check with a counselor or review degree paths available at [calstate.edu/transfer/adt-search/search.html](http://calstate.edu/transfer/adt-search/search.html) to see if their degree is deemed similar and meets major preparation requirements for the CSU campus they plan to apply to. If the degree is deemed similar, the curriculum for the AA-T/AS-T is used in place of the campus specific course requirements listed on assist.org. Major or degree names will vary from campus to campus.

### ► How do I receive my Associate Degree for Transfer?

Students earning an ADT need to make an appointment with a counselor to submit a graduation petition in order for the degree to post on the transcript. The graduation petition should be submitted at the beginning of the semester when course requirements will be completed. If a student is using coursework outside the District to fulfill degree and/or GE requirements, official transcripts must be on file with the office of Admissions & Records.

**Note:** When following IGETC, completion of IGETC Area 1C Oral Communication is NOT required if you are not planning to transfer to a CSU campus (please see counselor to sign an **ADT IGETC for UC Student Selection Petition form**). Completion of U.S History, Constitution and American Ideals courses is not required to receive the ADT. However, if the American Institutions requirement is not completed prior to transfer, the student will need to complete the courses at the CSU after they transfer.

### ► How will CSU campuses know and verify that I will obtain an AS-T or AA-T?

When you apply for transfer admission at [Cal State Apply \(www.calstate.edu/apply\)](http://www.calstate.edu/apply), you can indicate that you will be transferring with an Associate Degree for Transfer (AA-T, AS-T) from a California Community College. It is important that you **file a graduation petition at the community college where you will earn your degree** in advance of the ADT verification deadline (please check with a counselor or the Transfer Center for deadlines). Once admitted, the CSU campus you plan to attend will request a copy of your final official transcripts to verify the completion of courses and the degree.