

# Business

## Associate in Science in Business Administration for Transfer (ADT: A.S.-T)

### Program Description

This curriculum is designed to provide an opportunity for Business majors to achieve an associate in science degree in business administration while completing the requirements for transfer to a California State University (CSU) or other four-year college or university. A baccalaureate degree is recommended preparation for those considering careers in business. Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

### Associate in Science in Business Administration for Transfer

A Solano College student who has earned the associate in science degree in business administration for transfer will be granted priority admission to the CSU into a similar (BA) degree program as long as the student meets all prescribed admission requirements. Once admitted the student will only be required to complete 60 additional upper-division units to qualify for the similar BA degree. The A.S.-T degree does not guarantee admission to a specified major or campus, but does require the California State University to grant a student priority admission consideration to a CSU campus and to a major that is similar to the transfer degree.

### To earn the Associate in Arts in Business for Transfer degree, students must:

1. Complete 60 semester units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements
  - b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. Obtain a minimum grade point average of 2.0.

### Program Outcomes

Students who complete the Associate in Science in Business Administration for Transfer degree will be able to:

1. Recognize and describe the importance of marketing, law, economics, accounting, business administration, finance, risk analysis, and personnel management in business and formulate hypotheses based on these concepts.
2. Analyze practical business problems and utilize research and critical thinking to evaluate and recommend alternative solutions.
3. Use appropriate computer software to create and or modify relevant business documents.
4. Apply accounting concepts and principles in making business decisions.

REQUIRED COURSES	Units
ACCT 001 Principles of Accounting – Financial	4
ACCT 002 Principles of Accounting – Managerial	4
BUS 005 Introduction to Business	3
BUS 018 Legal Environment of Business	3
CIS 050 Microcomputer Applications	3
ECON 001 Principles of Economics (Macroeconomics)	3
ECON 002 Principles of Economics (Microeconomics)	3
MATH 011 Elementary Statistics	4
<b>Required Major Total Units</b>	<b>27</b>

<b>CSU General Education or IGETC Pattern Units</b>	<b>37 – 39</b>
<b>CSU Transferable Electives (as needed to reach 60 transferable units)*</b>	<b>3 – 5</b>
<b>Total Degree Units</b>	<b>60</b>

\* 9 units may be double counted toward both the major area of emphasis and CSU General Education or IGETC Pattern. Consult with a counselor for more information on completing this degree.

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## Business, General (Transfer)

### Program Description

This program is designed for business students planning to transfer to the University of California and/or the California State University systems.

### Certificate of Achievement

A Certificate of Achievement can be obtained by completing the 26-unit major with a grade of "C" or better in each course or a P if taken on a Pass/No Pass basis.

### Program Outcomes

Students who complete the Business, General Certificate of Achievement will be able to:

1. Recognize the importance marketing, legal, economics, accounting, business forms, financing, risk, and personnel management is in business and formulate hypotheses based on these concepts.

REQUIRED COURSES	Units
ACCT 001 Principles of Accounting - Financial	4
ACCT 002 Principles of Accounting - Managerial	4
BUS 005 Introduction to Business	3
BUS 018 Legal Environment of Business	3
CIS 001 Introduction to Computer Science	3
OR	
CIS 050 Microcomputer Applications	3
ECON 001 Principles of Economics (Macroeconomics)	3
ECON 002 Principles of Economics (Microeconomics)	3
Elective(s) selected from the recommended electives	3
<b>Total Units</b>	<b>26</b>

Recommended Electives (Select three units)	Units
BUS 092 Business Communication	3
CIS 020 Assembly Programming	3
CIS 022 Introduction to Programming	3
CIS 023 Data Structures and Algorithms	4
MATH 011 Elementary Statistics	4
MATH 020 Analytic Geometry and Calculus I	5
MATH 021 Analytic Geometry and Calculus II	5
MATH 030 Analytic Geometry and Calculus	3
MATH 031 Analytic Geometry and Calculus	3
OCED 090 Occupational Work Experience	1-8
OCED 091 General Work Experience	1-6

**\*Suggested general education math courses for the Business, General (Transfer) major are MATH 011 (Statistics) OR MATH 030 (Analytical Geometry and Calculus). Students should consult a counselor regarding Business Articulation Agreements.**

This is a Gainful Employment Program. For additional information, please visit [http://www.solano.edu/gainful\\_employment/](http://www.solano.edu/gainful_employment/) and select "Business, General: Transfer."

# Business

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## ***Business-Insurance: Property & Casualty***

### **Program Description**

This program provides essential background information needed by those wishing to work in an insurance office. Extensive employment opportunities are available in a variety of job areas from sales to accounting to database or project management.

### **Certificate of Achievement and Associate in Science Degree**

A Certificate of Achievement can be obtained by completing the 31-unit major below. The Associate in Science Degree can be obtained upon completion of 60 units, including the major, and the general education requirements and electives. 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.

### **Program Outcomes**

Students who complete the Business-Insurance: Property & Casualty Certificate of Achievement/Associate Degree will be able to:

1. Understand the insurance process, the segments of insurance, and the consequences of insurance contracts in mitigating loss.
2. Understand the risk management techniques available to handle exposure to loss and the use of risk modification.
3. Understand the financial and human consequences of loss. Proper and casualty exposures.
4. Apply the insurance principles in potential and real business and personal loss exposures.
5. Understand the exposures to loss faced by an individual and/or corporation.

### **REQUIRED COURSES ..... Units**

ACCT 001 Principles of Accounting - Financial. ....	4
BUS 005 Introduction to Business .....	3
BUS 018 Legal Environment of Business .....	3
BUS 070 Introduction to Insurance .....	1
BUS 071 Principles of Property and Liability Insurance. .	3
BUS 072 Personal Insurance .....	3
BUS 073 Commercial Insurance .....	3
BUS 074 Insurance—Code & Ethics.....	1
BUS 092 Business Communication .....	3
CIS 050 Microcomputer Applications .....	3
CIS 073 Microsoft Excel .....	3
OCED 090 Occupational Work Experience. ....	1
<b>Total Units .....</b>	<b>31</b>

### **Recommended Electives**

- MKT 171 Introduction to Marketing
- MKT 173 Principles of Selling

This is a Gainful Employment Program. For additional information, please visit [http://www.solano.edu/gainful\\_employment/](http://www.solano.edu/gainful_employment/) and select "Business Insurance: Property & Casualty."

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## ***Insurance Specialist Job-Direct Certificate***

All courses must be completed with a C or better

### **REQUIRED COURSES ..... Units**

BUS 070 Introduction to Insurance .....	1
BUS 071 Principles of Property and Liability Insurance. .	3
BUS 072 Personal Insurance .....	3
BUS 073 Commercial Insurance .....	3
BUS 074 Insurance—Code & Ethics.....	1
<b>Total Units .....</b>	<b>11</b>

# Business

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Many courses formerly listed under the Business discipline appear under the disciplines "Accounting," "Management," "Marketing," or "Office Technology."

## **BUS 005 3.0 Units** **Introduction To Business**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* A comprehensive study and analysis of the principles of business. The course introduces students to contemporary business principles, practices, and terminology. Students will gain an understanding and appreciation of the private enterprise system, and how the functional areas of business work and interrelate. The course explores business career opportunities, provides the prerequisite knowledge needed for success in other business courses, and prepares students for transfer to upper-division business degree programs. Assigned readings, class participation, written homework, and written examinations are required. *Three hours lecture.*

## **BUS 018 3.0 Units** **Legal Environment Of Business**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* A comprehensive introduction to the study of law, with specific emphasis on the legal environment of business. Includes the legal process, legal institutions, ethics, jurisdiction, U.S. Constitution, contracts, agency, the Uniform Commercial Code (UCC), torts, employment law, property, bankruptcy law, forms of business organization, corporations, consumer protection, government regulation and Alternative Dispute Resolution (ADR), along with ethical concerns and current public policy issues. Written examinations required. C-ID BUS 120. *Three hours lecture.*

## **BUS 060 3.0 Units** **Introduction To International Business**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* A comprehensive overview designed to provide a global perspective in a continuously emerging international marketplace, including topics such as foreign investing, impact of financial markets, international marketing, cultural understanding, and operation of multinational and small companies. *Three hours lecture.*

## **BUS 070 1.0 Unit** **Introduction To Insurance**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* Provides students with the background needed prior to taking the other insurance courses. Included are topics such as property / casualty insurance, distribution of insurance products and services to the consumer, how insurance company departments function, civil laws or tort and contract, basic commercial and personal Insurance Services Office (ISO) contracts, and the risk management process. *Three hours lecture (6-week course).*

## **BUS 071 3.0 Units** **Principles Of Property And Liability Insurance**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* One of five insurance courses that are designed to prepare students for employment in the insurance industry, which consists of many different types of employment opportunities, from selling insurance to working in a variety of positions in an insurance company. *Three hours lecture.*

## **BUS 072 3.0 Units** **Personal Insurance**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* Assists individuals in learning basic information regarding personal insurance. It includes information about automobile insurance; homeowners' insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; and other personal property. *Three hours lecture.*

## **BUS 073 3.0 Units** **Commercial Insurance**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard.* One of five insurance courses designed to prepare students for employment in the insurance industry. Emphasis for this course is on commercial insurance. The insurance industry offers many different types of employment opportunities, from selling insurance to working in an insurance office. *Three hours lecture.*

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**BUS 074** **1.0 Unit**  
**Insurance-Code & Ethics**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard. Designed to enable students to understand and apply proper ethical business behavior and obligations, especially as they relate to those working in the field of insurance. Three hours lecture (6-week course).*

**BUS 092** **3.0 Units**  
**Business Communication**

*Course Advisory: Eligibility for English 001 and SCC minimum Math standard. A study of communication theory in the planning and preparation of various types of letters, reports, resumes, and oral presentations along with analysis of group dynamics, symbolic communication, interview techniques and listening skills. Stresses audience analysis, style, appearance, and the importance of grammar, punctuation and vocabulary. Strong focus on gender and cultural communication issues and strategies in the workplace. Critical thinking encouraged through written and oral assignments and case studies on business communication and ethical issues. Three hours lecture.*

**BUS 099** **1.0 - 3.0 Units**  
**Business Honors**

*Prerequisite: Completion of 24 units of college credit with a minimum GPA of 3.3; a minimum of 5 units in the discipline with a minimum grade of B; an ability to work independently; permission of the School Dean based on instructor availability. A comprehensive study and analysis of a topic of student scholarship which is centered on important topics or issues within the business field. Students may take this course up to the maximum number of units over multiple semesters. Three to nine hours by arrangement.*

**BUS 100** **1.5 Units**  
**Work Readiness**

*Course Advisory: SCC minimum English and Math standards. Covers the process of assessing the job market and completing a resume and application. Topics include how to be successful on the job and to gain satisfaction and rewards from work. The skills needed in the workplace are emphasized along with the social and communication skills, personal characteristics and habits, and expectations of the employer. Three hours lecture (8-week course).*

**BUS 148A** **3.0 Units**  
**Small Business Project-Based Path for Entrepreneurs**

*Course Advisory: SCC minimum English and Math standards. This course emphasizes activities and techniques through project management that develops competencies needed to become a successful leader. Students receive instruction and project-based activities in the areas of entrepreneurship, project management, personal and workplace skill, oral and written techniques, and networking. Three hours lecture.*

**BUS 181** **1.0 to 3.0 Units**  
**Business Mathematics**

*Course Advisory: SCC minimum English standard. This course requires students to apply essential mathematical skills necessary for success in business. Includes a review of fractions, decimals, percents, ratios, the percentage formula, and general business applications; covers advanced business applications such as interest, discount, markup, payroll, pricing policies, cash and trade discounts, and financial statements. This is a self-paced, programmed learning class. Students may take this course up to the maximum number of units over multiple semesters. This is an Open Entry/Open Exit, Variable unit course; Online course is not Open Entry/Open Exit. One to three hour(s) lecture.*

**BUS 182** **1.0 Unit**  
**Small Business Mathematics**

*Course Advisory: SCC minimum English and Math standards. This course requires students to apply essential mathematical skills necessary for persons operating a successful business. It includes asset and inventory management; ratio analysis, depreciation, taxation applied to sales, excise, and real property; investments and insurance, and basic statistics. This is a self-paced, programmed learning class. This is an Open Entry/Open Exit course; Online course is not Open Entry/Open Exit. One hour lecture.*

**BUS 208** **0.5 Unit**  
**Employee Relations And Personnel Policies**

*Good employees are made through effective training, development, and relations. This course explores techniques used in training and developing good employees. The elements that comprise a sound employee relations program are presented. This is a Pass/No Pass only course. Eight hours lecture (2-week course).*