

Business for Transfer (AS-T)

CAREER PATHS:

Administrative Service Manager
 General and Operations Manager
 Industrial Production Manager
 Management Analysis
 Sales Manager

Additional Career Paths and related data, including state-by-state wage info and growth in the field, can be found at www.onetonline.org.

This program map represents one possible pathway. See a counselor to create a customized education plan. Map is for the 2019-2020 catalog year.

1 FIRST SEMESTER

Total Recommended Units: 16

<input type="checkbox"/> ACCT 001 4 units
Financial Accounting
<input type="checkbox"/> MATH 011 4 units
Elementary Statistics (IGETC 2)
<input type="checkbox"/> BUS 005 3 units
Introduction to Business
<input type="checkbox"/> ENGL 001 4 units
College Composition (IGETC 1A)
<input type="checkbox"/> LR 010 1 unit
Introduction to Library Research and Information Competency

2 SECOND SEMESTER

Total Recommended Units: 14

<input type="checkbox"/> ACCT 002 4 units
Managerial Accounting
<input type="checkbox"/> CIS 050 3 units
Microcomputer Apps
<input type="checkbox"/> IGETC 5A with Lab 4 units
Suggested: ASTR 010 and ASTR 020
<input type="checkbox"/> IGETC 3A 3 units
Suggested: MUSC 013

3 THIRD SEMESTER

Total Recommended Units: 15

<input type="checkbox"/> ECON 001 3 units
Principles of Economics, Macroeconomics (IGETC 4)
<input type="checkbox"/> BUS 018 3 units
Legal Environment
<input type="checkbox"/> IGETC 5B 3 units
Suggested: ANTH 001
<input type="checkbox"/> IGETC 3B/Am Inst Grp 2 3 units
Suggested: HIST 017, 018, 028, OR 037
<input type="checkbox"/> IGETC 1C 3 units
Suggested: COMM 001 or 002 or 006

4 FOURTH SEMESTER

Total Recommended Units: 15-16

<input type="checkbox"/> ECON 002 3 units
Principles of Economics, Microeconomics
<input type="checkbox"/> MATH 030 3 units
Analytic Geometry and Calculus
<input type="checkbox"/> IGETC 3B 3 units
Suggested: HIST 017
<input type="checkbox"/> IGETC 4/Am Inst Grp 1 3 units
Suggested: PLSC 001 or 005 for Am Inst
<input type="checkbox"/> IGETC 1B 3-4 units
Suggested: PHIL 005 or ENGL 002 or ENGL 004

Required Courses/Courses in Discipline GE Courses/Categories



SOLANO
COMMUNITY COLLEGE

BUSINESS

Associate in Sciences for Transfer
 GE Pattern: IGETC
 Program Total Units: 60-61

For more information
 please contact:
 (707) 864-7229

GET STARTED NOW!

Get started on your Pathway now with these recommended courses!

Then – See a counselor to create a **CUSTOMIZED** education plan personalized to your career and transfer goals!

Required courses may change depending on a student's career and transfer goals, including requirements for cross-cultural and foreign language courses, and/or specific requirements for an individual CSU or UC.

Unique transfer requirements for a specific institution can be found at www.assist.org.

LET US HELP YOU!

How to Apply: solano.edu/ar/apply.php

Questions? Talk to a Counselor Now!

Main Campus, Fairfield: (707) 864-7101
 Vacaville Center: (707) 863-7836
 Vallejo Center: (707) 642-8188
 Travis AFB: (707) 863-7878
 Visit online at solano.edu/counseling

Contact Our Career Center to Learn Your Career Options!

Call 707-864-7124, or email at CareerCenter@solano.edu
 Visit online at solano.edu/career

You Can Afford College! Learn more about Financial Aid!

Call 707-864-7103, or email at FinancialAid@solano.edu
 Visit online at solano.edu/financial_aid

College is Accessible! Contact our Disability Services Program (DSP) at 707-864-7136.

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
ECON 001 Principles of Economics (Macroeconomics)..	3
ECON 002 Principles of Economics (Microeconomics)...	3
MATH 011 Elementary Statistics	4
CIS 001 Introduction to Computer Science	3
or	
CIS 050 Microcomputer Applications	3
Required Major Total Units	27

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

* 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.

Business

Business, General

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 and Associate in Science

A Certificate of Achievement can be obtained by completing the 23-25-unit major. The Associate in Science can be obtained upon completion of the 23-25-unit major, general education requirements and electives. All courses in the major must be completed with a minimum grade of C or a P if the course is taken on a Pass/No Pass basis.

Program Outcomes

Students who complete the Business, General Certificate of Achievement/ Associate 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.

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

or

ECON 002 Principles of Economics (Microeconomics)... 3

3-5 units from List A 3-5

Required Major Total Units 23-25

List A (Select 3-5 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 math courses for the major are MATH 011 OR MATH 030.*

CSU General Education or IGETC Pattern units 37-39

Transferable Electives (as needed to reach 60 units) .. 5-9

Total Degree Units CSU GE or IGETC 60

Solano General Education..... 21

Electives (as needed to reach 60 units)..... 16-18

Total Degree Units Solano GE..... 60

** 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.*

This is a Gainful Employment Program. For additional information, please visit http://www.solano.edu/gainful_employment/ and select "Business, General."

Business

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. The Associate in Science Degree can be obtained upon completion of the 31-unit major, general education requirements and electives. All courses in the major must be completed with a minimum grade of C 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	Solano General Education..... 21
ACCT 001 Principles of Accounting - Financial 4	Electives (as needed to reach 60 units)..... 8
BUS 005 Introduction to Business..... 3	Total Degree Units Solano GE..... 60
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	
Required Major Total Units 31	

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

Insurance Specialist Job-Direct Low Unit Certificate

All courses must be completed with a minimum grade of C.

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
Total Units 11

Business

BUS 005 Introduction to Business

3.0 Units

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to UC/CSU
Hours: 48-54 lecture.*

A study and analysis of the principles of business by providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions and human behavior interact. 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, interrelate and affect a business organization's policy and practices within the U.S. and global society. Students also gain the knowledge to demonstrate how these policies and practices impact the primary areas of business such as: leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market and how they affect a business' ability to achieve its organizational goals. 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. (C-ID BUS 110)

BUS 018 Legal Environment of Business

3.0 Units

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to UC/CSU
Hours: 48-54 lecture.*

An 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)

BUS 060

3.0 Units

Introduction to International Business

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 48-54 lecture.*

An 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.

BUS 070 Introduction to Insurance

1.0 Unit

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 16-18 lecture.*

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.

BUS 071

3.0 Units

Principles of Property and Liability Insurance

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 48-54 lecture.*

Prepares 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.

BUS 072 Personal Insurance

3.0 Units

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 48-54 lecture.*

A basic introduction to personal insurance. Includes information about automobile insurance; homeowners' insurance; other residential insurance, such as fire and earthquake insurance; marine insurance; and other personal property.

BUS 073 Commercial Insurance

3.0 Units

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 48-54 lecture.*

Prepares 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.

Business

BUS 074 Insurance - Code & Ethics

1.0 Unit

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 16-18 lecture.*

Enables students to understand and apply proper ethical business behavior and obligations, especially as they relate to those working in the field of insurance.

BUS 092 Business Communication

3.0 Units

*Course Advisory: Eligibility for ENGL 001; SCC minimum Math standard.
Transferable to CSU
Hours: 48-54 lecture.*

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.

BUS 099 Business Honors

1.0 to 3.0 Units

Prerequisite: Completion of 24.0 units of college credit with a minimum GPA of 3.3; a minimum of 5.0 units in the discipline with a minimum grade of B; an ability to work independently; permission of the School Dean based on instructor availability.

Transferable to CSU

Hours: 48-162 lab by arrangement.

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.

BUS 100 Work Readiness

1.5 Units

Course Advisory: SCC minimum English and Math standards.

Hours: 24-27 lecture.

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.

BUS 148A

3.0 Units

Small Business Project-Based Path for Entrepreneurs

*Course Advisory: SCC minimum English and Math standards.
Hours: 48-54 lecture.*

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.

BUS 181 Business Mathematics

1.0 to 3.0 Units

*Course Advisory: SCC minimum English standard.
Hours: 16-54 lecture.*

An application of 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.

BUS 182 Small Business Mathematics

1.0 Unit

*Course Advisory: SCC minimum English and Math standards.
Hours: 16-18 lecture.*

An application of 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.

BUS 208

0.5 Unit

Employee Relations and Personnel Policies

Hours: 8-9 lecture.

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.

Business

BUS 400 Project Management

3.0 Units

Prerequisite: Admission into the Biomanufacturing Baccalaureate degree program.

Transferable to CSU

Hours: 48-54 lecture.

Learn the core characteristics of project management including project selection, initiation, planning, execution, monitoring and control, and closing. Students learn how the management of the project's scope, time, cost, quality, human resources, communication, procurement, stakeholders, and risk lead to the ability to deliver the project on-time and on-budget, while meeting performance specifications. This course is designed to fulfill the classroom component of a Project Management Professional credential.