Application for Approval of a New Credit Program
CCC-501 Narrative

Associate in Science in Business Administration for Transfer

Criteria A: Appropriateness to Mission

1. Statement of Program Goals and Objectives

The Associate in Science in Business Administration for Transfer introduces students to accounting, economics and business law. The Associate in Science in Business Administration for Transfer provides students with the essential groundwork necessary to pursue advanced degrees in the field. Areas of study include: economics, accounting, marketing, and business administration.

The Associate in Science in Business Administration for Transfer supports the mission of Palo Verde College by providing students with a comprehensive degree program that promotes student success, educational advancement, and a multitude of career opportunities.

2. Catalog Description

The Business Administration degree provides students with skills, knowledge and judgment requisite for business careers. Many positions in business and government services require general business training. Retail organizations, financial institutions, insurance agencies, and government are but a few of the employers offering opportunities to the person with general business training.

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an “AA-T” or “AS-T” major. 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 (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.

NOTE: Should the student fall below the 60 units between the major unit requirements and the CSU-GE/IGETC pattern, the deficit units shall be comprised of transferrable elective units.

3. Program Requirements

PALO VERDE COLLEGE
Associate in Science in Business Administration for Transfer

Requirements for the Major

Course	Title	Units
Required Core: 17 units		
ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ECO 106	Principles of Microeconomics	3
ECO 105	Principles of Macroeconomics	3
BUS 135	Business Law	3
List A (select one course): 3-4 units		
MAT 106	Intro to Statistics with lab	4
	or	
PSY 155	Intro to Statistical Analysis for the Social Sciences	3
List B (select two courses): 6 units		
CIS 101	Intro to Computers	3
BUS 101	Intro to Business	3
	or	
BUS 202	Business Communications	3
Total Units for the Major: 26-27		

DEGREE REQUIREMENTS

GENERAL EDUCATION CSU-GE BREADTH

The CSU-GE pattern is a set of courses approved to meet lower division general education requirements at the California State University system. For full certification, a student must complete 39 units and each subject area (A-E) minimum. Please see a counselor for additional information and guidance. NOTE: 1. For admission purposes, student must complete the "Golden Four" courses (AREA A1, A2, A3, and B4) with a "C" or better. 2. Electives may be necessary to total 60 overall units required for the Associate Degree. These units must be transferable to the CSU for appropriate credit. Students beginning in Fall 2013 must follow the 2013-2014 CSU-GE requirements.

Area A Communication in the English Language and Critical Thinking:
9 semester units required with at least one course each from A1, A2, A3

A1 Oral Communication
SPE ♦101, ♦102*, ♦103*

A2 Written Communication
ENG ♦101

A3 Critical Thinking
ENG ♦103, PHI 210, SPE ♦102*, SPE ♦103*

Area B Scientific Inquiry and Quantitative Reasoning

9 semester units required with at least one course each from Physical Science, Life Science (at least one to contain a laboratory component identified with (___) and Mathematics/Quantitative Reasoning)

B1 Physical Science
AST 101, ♦105, ♦110
CHE ♦101, ♦108, ♦109, ♦210, ♦211
GEO ♦101, 107
GEL 101, 103, ♦105, 110
PHY ♦101, ♦110, ♦220

B2 Life Science
BIO 100, ♦110, ♦111, ♦140, ♦140, ♦141, ♦210, ♦211

B3 Laboratory Activity
This requirement is satisfied by the completion of any lab course in B1 or B2.
BIO 101

B4 Mathematics/Quantitative Reasoning
MAT ♦106, ♦110, ♦210, ♦220, ♦224, ♦226
PSY ♦155

Area C Arts, Literature, Philosophy and Foreign Language:
9 semester units required with at least one course each in Arts and Humanities

C1 Arts (Art, Dance, Music, Theater)
ART 101, ♦110, ♦111, ♦120, ♦125, ♦135
DAN 101
ENG ♦125
MUS ♦121, ♦137, 150, 235
THA ♦110

C2 Humanities (Literature, Philosophy, Foreign Language
EDU 131, ♦132, ♦134
ENG ♦102*, ♦120, ♦122, ♦132, ♦133, ♦139, ♦140, ♦141, ♦154, ♦201
FRE 101, ♦102
HIS ♦110*, ♦120*
PHI 100, 105
SPA ♦101, ♦102, 115

Area D Social, Political and Economic Institutions and Behavior, Historical Background:

9 semester units required with courses in at least 2 disciplines

D1: ANT 100, 101, 102, 106*, 201
D2: ECO 105, 106
D3: ANT 106*
D4: HIS 150*
D5: GEO 103, 104
D6: HIS ♦110*, ♦115, ♦120*, 125, ♦130, ♦140
D7: SOC 111*
D8: CRJ ♦103
POS 101, 145, 285
D9: CHD 101
CRJ 220
PSY ♦101, ♦110*, ♦115, ♦145, ♦150, ♦201, ♦205,
♦210, ♦215, ♦220
D0: SOC 101

Area E Life Long Understanding & Self Development:
Minimum 3 units, not all in physical activity
ADS 101, 102
CHD 101
DAN 102, 103
GES 115
HEA 128, 140, 142
PHE (see counseling)
PSY ♦110*
SOC 111*

CSU US History, Constitution, and American Ideals Courses

Students satisfy this CSU graduation requirement through coursework in three areas:
US-1: Historical development of American institutions and ideals
US-2: U.S. Constitution and government
US-3: California State and local government

HIS 130 or 140
[AND]
POS 140

UNITS FOR CSU-GE: 39
UNITS FOR MAJOR: 26-27
TOTAL NUMBER OF UNITS: 60

DEGREE REQUIRMENTS

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a campus in either the California State University (CSU) or University of California (UC) system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education. Depending on a student's major and field of interest, the student may find it advantageous to take courses fulfilling either the CSU's general

education requirements or those of the UC campus or college to which the student plans to transfer.
Courses used for certification must be completed with grades “C” or better and be a minimum of 3 semester/4-5 quarter units. A course cannot be certified unless it was on the IGETC list during the year in which it was taken by the student. Students beginning in Fall 2013 must follow the 2013-2014 IGETC requirements.

AREA 1:
English Communication
CSU—3 courses required, one each from Group A, B and C
UC—2 courses required, one from Group A and one from Group B.

Group A: English Composition, 1 course, 3 semester, 4-5 quarter units.
ENG ♦101

Group B: Critical Thinking—English Comp., 1 course, 3 semester, 4-5 quarter units.
ENG ♦103

Group C: Oral Communication (CSU requirement only) 1 course, 3 semester, 4-5 quarter units.
SPE ♦101, ♦102, ♦103

AREA 2:
Mathematical Concepts and Quantitative Reasoning
1 course, 3 semester, 4-5 quarter units.
MAT ♦106+, ♦110+, ♦210+, ♦220, ♦224, ♦226
PSY ♦155

AREA 3 :
ARTS and HUMANITIES
At least 3 courses, with at least one course from the Arts and one course from the Humanities. 9 semester, 12-15 quarter units.

Arts:
ART 101, ♦110, ♦111;
DAN 101
ENG ♦125*;
MUS ♦121, ♦137;
THA ♦110
Humanities:
ENG ♦102, ♦122,♦125*, ♦132, ♦133, ♦139, ♦140, ♦141, ♦154, ♦201
HIS ♦110*, ♦120*, ♦125*, ♦130*, ♦140*,
PHI 100, 105

AREA 4:
Social and Behavioral Sciences
At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester, 12-15 quarter units

ANT 100, 101, 102, 106, 201
CHD 101
ECO 105, 106
GEO 103, 104
HIS ♦110*, ♦120*, ♦125*, ♦130*, ♦140*
POS 101, 145*, 285
PSY ♦101, ♦115, ♦150, ♦201, ♦205, ♦210, ♦215

SOC 101

AREA 5—Physical and Biological Sciences
At least 2 courses, one PHS course and one must include a laboratory. 7-9 semester, 9-12 quarter units

Physical Sciences
AST 101, ♦105, ♦110
CHE ♦101+, ♦108, ♦210, ♦211
GEO ♦101
GEL 101, 103, ♦105, 110
PHY ♦101+, ♦110, ♦220

Biological Sciences
BIO 100+, ♦110, ♦111, ♦140, ♦141, ♦142, ♦210, ♦211

AREA 6—Language Other Than English (UC Requirement Only)
Complete 2 years of the same foreign language of high school level work with a grade of "C" or better **OR** earn a score of 3 or higher on the Foreign Language Advanced Placement Test or 550 on the College Board Achievement Test in Foreign Language or complete one course from the list below:

EDU ♦132, ♦134
FRE ♦102
SPA ♦102, 115

CSU Graduation Requirement in U.S. History, Constitution and American Ideals
(Not part of IGETC; may be completed prior to transfer)
6 units, one course from Group 1 and one course from Group 2
Note: At the discretion of the CSU Campus granting the degree, courses meeting this requirement may also be counted toward certification in general education (GE Breadth or IGETC)

Group 1
POS 145*

Group 2
HIS ♦130*, ♦140*

Legend:
*Course may be counted in one area only.
+Transfer credit may be limited by either UC or CSU or both. (_) Designates courses with laboratory

UNITS FOR IGETC: 37-39
UNITS FOR MAJOR: 26-27
TOTAL NUMBER OF UNITS: 60

4. Background and Rational

The Associate in Science in Business Administration for Transfer will provide students with the academic, practical, and theoretical requirements of an entry-level degree, as well

as provide the necessary transfer requirements for those interested in pursuing advanced degrees and occupational specializations in business. Discipline faculty aligned the major requirements with the TMC.

Criteria B: Need

6. Place of Program in Curriculum/Similar Programs

The proposed Associate in Science in Business Administration for Transfer will expand the college's current degree offerings. Currently, there are related programs offered by the college. Students have an interest in the business degree, which will attract new students. Because the Associate in Science in Business Administration for Transfer is built around pre-existing courses and requires no additional resources, it will provide a productive new direction for the college.

Criteria C: Curriculum Standards

Course outlines are attached/uploaded
TMC template is attached/uploaded

Criteria D: Adequate Resources

Existing facilities, faculty, equipment, and library resources are adequate to meet the needs of the proposed program.

Criteria E: Compliance

There are no licensing or accrediting standards that apply to this program.