



Transfer and Degree Planning

De Anza College
Business Department

Business Administration is a general purpose major

The following are specialized areas within Business Administration:

- Marketing
- Management
- Accounting
- Management Information Systems (MIS)
- Finance
- Operations Management
- Human Resource Management
- Entrepreneurship
- International Business
- Hospitality



Associates Degree Programs

De Anza College
Business Department

Benefits of an Associates Degree

An Associates Degree is a completed educational credential to put on your resume.

- It qualifies you for **better jobs and internships**.
- It can help you to get **pay raises** at your current job.

Course units expire (usually after 10 years)

- A completed Associates degree is valid for life.

Sometimes students are forced to quit college before they finish a Bachelors degree

- Due to illness, a child, or financial circumstances
- An Associates degree may not be ideal, but it still prepares you for many entry level positions.

DA Top Transfer Schools 2015-16*

1. SAN JOSE STATE UNIVERSITY
2. CALIFORNIA STATE UNIVERSITY - EAST BAY
3. SAN FRANCISCO STATE UNIVERSITY
4. UNIVERSITY OF CALIFORNIA-DAVIS
5. UNIVERSITY OF CALIFORNIA-SAN DIEGO
6. SAN DIEGO STATE UNIVERSITY
7. UNIVERSITY OF CALIFORNIA - BERKELEY
8. UNIVERSITY OF CALIFORNIA-LOS ANGELES
9. CALIFORNIA STATE UNIVERSITY - SACRAMENTO
10. SANTA CLARA UNIVERSITY

* All majors

What is the Business Transfer Degree?

- 59% of all Transfer Degrees at De Anza are in Business!
- The [AS Degree for Transfer in Business](#) makes it easier for you to transfer to a CSU. (Link shows required courses.)
 - UCs and private universities also accept them. (Check with individual schools for specific requirements.)
- Completion of the AS-T for Business, guarantees **priority admission** consideration to the CSU system, though not to a specific campus.
- The degree gives you a special **GPA advantage of 1 to 2 points** when applying to a CSU-impacted campus or program (e.g. SJSU).
- You enter as a **junior** (3rd year) at the CSU.

What are the other Business Associates Degrees?

- There are 3 other Associates Degrees in the Business Department (Links shows required courses.):
 - The [A.A. in Business Administration](#) (the most general)
 - The [A.A. in Marketing Management](#) (for sales and marketing positions)
 - The [A.A. in Management](#) (for supervisory and management trainee positions)
- Generally these Associates Degrees are more oriented towards getting a job immediately. They contain more business courses than the Transfer Degree, and prepare you better for an entry level job in your chosen career area.
 - An Associates degree may not be ideal, but it still prepares you for [many entry level positions](#). (Link shows job listings found for AA holders.)

How do I request my Degree?

- When you are nearing completion of your coursework, follow the instructions on the counseling web site and fill out the correct form.
 - [Application for Associates Degree](#) (PDF)
- There is **no charge** or fee to get an Associates Degree along with the units for transfer,
 - Only the cost of courses taken.
- **You must request the degree.**
 - De Anza will not automatically provide it, even if you took all the necessary courses!



Certificate Programs

De Anza College
Business Department

What is a Certificate?

A certificate program is generally used to show a significant block of course work to employers.

- They are shorter than Associates degrees.

At De Anza, you can earn certificates while working towards transfer, often without taking any additional courses!

There is no extra cost or fee to get one.

- Only the cost of courses taken

Benefits of a Certificate

Certificates can be put on your resume.

- They can qualify you for **better jobs, even if you are still in college.**
- They can help you to **get pay raises** at your current job.
- A Certificate in Management can qualify you for a position as supervisor.
- A Certificate in Entrepreneurship can make you and your business more appealing to investors and partners.

Certificates can be hung on your wall!

Courses Requirements for some Business Certificates

Business Administration

- Bus 10, Bus 18, Acct 1A + 2 business electives

Marketing Management

- Bus 10, Bus 87, Bus 89, Bus 90 + 1 business elective

Management

- Bus 10, Bus 57, Bus 65, Bus 96 + 1 business elective

Accounting

- Acct 1A, Acct1B, Acct 1C, Acct 88 + 3 accounting electives

How do I request a certificate?

When you are done with the courses on the certificate:

1. Go to the counseling web site and fill out the [Certificate Application Form](#)
2. Drop it in the A&R drop-box.
3. You will get email confirmation within 72 hours.

You must request the certificate to get it.

- De Anza will not automatically provide it, even if you took all the necessary courses!

Degrees and Certificates Summary

