

Business Department

DEGREES:

Business Administration (AS-T)
Business, General (AS)
Business-Insurance: Property & Casualty (AS)
Management (AS)
Retail Management (AS)
Small Business Management (AS)
Marketing (AS)
Administrative Assistant (AS)

CERTIFICATES OF ACHIEVEMENT

Administrative Assistant
Business, General
Business-Insurance: Property & Casualty
Management
Retail Management
Small Business Management
Marketing
Administrative Assistant
Medical Front Office Clerk

JOB-DIRECT LOW UNIT CERTIFICATES

Insurance Specialist

COURSES:

BUS (Business)
BSOT (Office Technology/
Business Information Worker)
MGMT (Management)
MKT (Marketing)
OT (Office Technology)

CONTACT INFORMATION:

School of Applied Technology and Business

Building: 500 Room 509

Phone Number: (707) 864-7229

Fax Number: (707) 864-7190

Dean: Lisa Neeley

Administrative Assistant: Jill Crompton

Faculty Contact: LaVonne Slaton
Jeanette McCarthy

P.A.C.E. - BUSINESS AND MANAGEMENT - A PATHWAY FOR ACADEMIC AND CAREER EXCELLENCE AT SOLANO COMMUNITY COLLEGE (All Programs)

ARE YOU THE KIND OF PERSON WHO...

- ...desires to influence, lead or manage to reach your personal or organizational goals and/or economic gain?
- ...enjoys facts, numbers, and details?
- ...likes to carry out tasks in detail or to follow through on other's instructions?
- ...is interested in learning about how to turn your ideas into a sustainable business?

P.A.C.E. - HEALTH AND HUMAN SERVICES- A PATHWAY FOR ACADEMIC AND CAREER EXCELLENCE AT SOLANO COMMUNITY COLLEGE (Administrative Assistant)

ARE YOU THE KIND OF PERSON WHO...

- ...desires to inform, enlighten, help, teach, counsel, or cure people?
- ...enjoys using your skills to serve people?
- ...Likes to work hands-on with objects, machines, and tools and/or use your physical or athletic abilities?
- ...is interested in working in a medical environment?

Guided Pathways:

BUSINESS ADMINISTRATION AS-T

Associate in Science for Transfer | GE Pattern: IGETC | Program Total Units: 61

This program map represents **one possible pathway**. See a counselor to create a customized education plan. Map is for the 2021-2022 catalog year.

Career Paths

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

What your potential plan could look like...

1 First Semester Total Recommended Units: 16

- ENGL 001 College Composition (IGETC 1A) 4 units
- LR 010 Introduction to Library Research 1 unit
- ACCT 001 Introduction to Accounting 4 units
- MATH 011 Statistics (IGETC 2) 4 units
- BUS 005 Introduction to Business 3 units

3 Third Semester Total Recommended Units: 12

- ECON 001 Principles of Econ, Macroeconomics (IGETC 4) 3 units
- BUS 018 Legal Environment 3 units
- IGETC 5B Suggested: BIO 012, 016, 018, 020, OR 025 3 units
- HIST 017, 018, 028, 029, or 037 (IGETC 3B/American Institutions) 3 units

Square, darker color: Required Courses/
Courses in Discipline

Rounded, lighter color: GE Courses/Categories

2 Second Semester Total Recommended Units: 15

- ENGL 002 or 004 (IGETC 1B) 4 units
- CIS 001 or CIS 050* Intro Computer Science or Microcomputer Apps* 3 units
- ACCT 002 Managerial Accounting 3 units
- IGETC 5A/5C Suggested ASTR 010 & 020, GEOL 001 & 002, or GEOG 001 & 001L 4 units
*Applies To CSU Transfer Only

4 Fourth Semester Total Recommended Units: 12

- ECON 002 Principles of Econ, Microeconomics (IGETC 4) 3 units
- PLSC 001 or 005 (IGETC 4/American Institutions) 3 units
- MATH 030 Analytical Geometry and Calculus 3 units
- ART 012, CINA 011, MUSC 013, or THEA 013 (IGETC 3A/Cross Cultural) 3 units

Courses Below May Be Taken Any Time (Fall, Spring or Summer) Total Recommended Units: 6

- COMM 001, 002, or 006 (IGETC 1C) 3 units
- IGETC 3A or 3B 3 unit

NOTE: Whether Or Not Student Has Taken Foreign Language Will Determine If Anything Is Needed This Semester For "IGETC 3A or 3B."

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.

Students who earn the Associate in Science in Business Administration for Transfer will receive guaranteed priority admission to the CSU system, but not to a particular campus or major. Once admitted the student will only be required to complete 60 additional upper-division units to qualify for a BA degree.

To earn the Associate in Science in Business Administration for Transfer, 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 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

Business

Business, General

Certificate of Achievement and Associate in Science

Program Description

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

The 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, and electives as needed to complete a minimum of 60 units. 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 in Science 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
OCEC 090 Occupational Work Experience	1-8
OCEC 091 General Work Experience	1-6

**Suggested math courses for the major are MATH 011 OR MATH 030.*

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

Certificate of Achievement and Associate in Science

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.

The Certificate of Achievement can be obtained by completing the 31-unit major. The Associate in Science can be obtained upon completion of the 31-unit major, General Education, and electives as needed to complete a minimum of 60 units. 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 in Science 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

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

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

Management

Certificate of Achievement and Associate in Science

Program Description

This program is designed to emphasize training to improve thought processes and to provide familiarity with the analytical tools of management, sound decision-making, and how to get things done through and with people. Also, this option is designed for initial employment upon graduation and for job advancement opportunities.

The Certificate of Achievement can be obtained by completing the 21-unit major. The Associate in Science can be obtained by completing the 21-unit major, General Education, and electives as needed to complete a minimum of 60 units. All courses for this 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 Management Certificate of Achievement/Associate in Science will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

REQUIRED COURSES Units

(listed in recommended sequence)

BUS 005 Introduction to Business 3

MGMT 050 Principles of Management 3

MGMT 055 Management/Leadership Skills 3

MGMT 191 Human Relations 3

or

MGMT 193 Human Resource Management 3

BUS 092 Business Communication 3

CIS 050 Microcomputer Applications 3

BUS 181 Business Mathematics 3

Required Major Total Units21

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

Business

Management:

Retail Management

Certificate of Achievement and Associate in Science

Program Description

Designed to serve the needs of the employees and employers within the retail industry. The program provides the knowledge and skills needed to prepare students for both entry level jobs and upward mobility opportunities in this dynamic and ever changing segment of our economy. Program emphasis is placed on professional and career development.

The Certificate of Achievement can be obtained by completing the 25-unit major. The Associate in Science can be obtained by completing the 25-unit major, General Education, and electives as needed to complete a minimum of 60 units. All courses for this 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 Retail Management Certificate of Achievement/Associate in Science will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

REQUIRED COURSES Units

(listed in recommended sequence)

BUS 092 Business Communication	3
CIS 050 Microcomputer Applications	3
ACCT 001 Principles of Accounting - Financial	4
MKT 171 Introduction to Marketing	3
MKT 174 Retail Merchandising.....	3
MGMT 191 Human Relations	3
MGMT 193 Human Resource Management	3

MGMT 050 Principles of Management

or

MGMT 055 Management/Leadership Skills

Required Major Total Units25

NOTE: This program is approved by the Western Association of food chains for awarding of the industry WAFC Certificate.

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

Business

Management:

Small Business Management

Certificate of Achievement and Associate in Science

Program Description

This program is designed for those planning to start their own business, buy an existing business, buy a franchise, or who already own their own business. This option emphasizes learning the concepts and practical skills necessary to be a successful, professional entrepreneur. Specifically designed for working adults, the courses emphasize a systematic approach to business which focuses on the integration of theoretical and practical skills.

The Certificate of Achievement can be obtained by completing the 28-unit major. The Associate in Science can be obtained by completing the 28-unit major, General Education, and electives as needed to complete a minimum of 60 units. All courses for this 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 Small Business Management Certificate of Achievement/Associate in Science will be able to:

1. Demonstrate oral and written skills unique in the business community.
2. Apply leadership, ethical standards, and team building skills necessary for managerial positions in the 21st century.
3. Conduct a personal SWOT analysis for a future small business venture.
4. Design a comprehensive business plan for a future small business venture.
5. Demonstrate the ability to use technology in analyzing and solving business problems.
6. Use basic computation skills to analyze and solve business problems requiring the use of mathematics.

REQUIRED COURSES Units

(listed in recommended sequence)

MGMT 055 Management/Leadership Skills	3
MKT 174 Retail Merchandising	3
ACCT 050 Computer Accounting	3
BUS 005 Introduction to Business	3
BUS 018 Legal Environment of Business	3
BUS 181 Business Mathematics	3
BUS 182 Small Business Mathematics	1
BUS 092 Business Communication	3
6 units from List A	6

Required Major Total Units28

List A: (select 6 units) Units

ACCT 001 Principles of Accounting - Financial	4
ACCT 002 Principles of Accounting - Managerial	4
BUS 060 Introduction to International Business	3
ECON 001 Principles of Economics (Macroeconomics) ..	3
ECON 002 Principles of Economics (Microeconomics) ...	3
MGMT 055 Management/Leadership Skills	3
MGMT 191 Human Relations	3
MKT 173 Principles of Selling	3
MKT 174 Retail Merchandising.....	3
OCED 090 Occupational Work Experience	2-3
OCED 091 General Work Experience	2-3
OT 054A Beginning Keyboarding A	1.5
OT 054B Beginning Keyboarding B	1.5
OT 055A Intermediate Keyboarding/ Word Processing A	1.5
OT 055B Intermediate Keyboarding/ Word Processing B	1.5

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

Business

Marketing

Certificate of Achievement and Associate in Science

Program Description

Marketing involves a variety of activities including selection of target customer, product development, promotion, pricing and distribution. It applies equally to services, ideas, non-profit organizations, and the individual.

The Certificate of Achievement can be obtained by completing the 30-unit major. The Associate in Science can be obtained by completing the 30-unit major, General Education, and electives as needed to complete a minimum of 60 units. All courses for this 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 Marketing Certificate of Achievement/Associate in Science will be able to:

1. Apply marketing research principles to a company's product or service.
2. Apply advertising principles to promote a firm's image and product/service offering.
3. Develop a marketing plan for a business using the fundamental elements of the marketing mix.

REQUIRED COURSES	Units
BUS 005 Introduction to Business	3
BUS 018 Legal Environment of Business	3
BUS 181 Business Mathematics	3
CIS 001 Introduction to Computer Science	3
or	
CIS 050 Microcomputer Applications	3
ECON 002 Principles of Economics (Microeconomics) ..	3
MGMT 050 Principles of Management	3
or	
MGMT 191 Human Relations	3
MKT 171 Introduction to Marketing	3
MKT 172 Market Management and Planning	3
MKT 173 Principles of Selling	3
MKT 174 Retail Merchandising	3
Required Major Total Units	30

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

Business

Office Technology: Administrative Assistant

Certificate of Achievement and Associate in Science

Program Description

This program is designed to develop technical and communication skills required for management support. Computer literacy, keyboarding skills, document formatting, proofreading and grammatical skills, presentation skills, spreadsheet, and organizational skills are emphasized.

The Certificate of Achievement can be obtained by completing the 30.5-unit major. The Associate in Science can be obtained by completing the 30.5-unit major, General Education, and electives as needed to complete a minimum of 60 units. All courses for 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 Administrative Assistant Certificate of Achievement/Associate in Science will be able to:

1. Demonstrate mastery of the alpha and numeric typewriting keyboard.
2. Demonstrate mastery in the keyboarding of correspondence, manuscripts, and compositions under timed conditions with established accuracy and formatting standards using proper techniques.
3. Develop a high degree of competency and a broad knowledge of skills as they relate to general office procedures.

REQUIRED COURSES: Units

(listed in recommended sequence)

CIS 066 Microsoft Word	3
CIS 001 Introduction to Computer Science	3
or	
CIS 050 Microcomputer Applications	3
BUS 092 Business Communication	3
CIS 073 Microsoft Excel	3
OT 151 Office Systems & Procedures	3
OCED 090 Occupational Work Experience	1
CIS 090 Introduction to PowerPoint	1.5
CIS 091 Microsoft Outlook	1.5
OT 054A Beginning Keyboarding A	1.5
OT 054B Beginning Keyboarding B	1.5
OT 055A Intermediate Keyboarding/ Word Processing A	1.5
OT 055B Intermediate Keyboarding/ Word Processing B	1.5
OT 162 Ten-Key	1
BUS 097 Work Readiness	1.5
BUS 181 Business Mathematics	1
OT 056 Business Grammar and Proofreading	2

Required Major Total Units:30.5

This is a Gainful Employment Program. For additional information, please visit
http://www.solano.edu/gainful_employment/ and select "Office Technology Administrative Assistant."

Business

Office Technology:

Medical Front Office Clerk

Certificate of Achievement

Program Description

The goal of this program is to prepare students to enter the health care industry at an entry-level position in two semesters.

The Certificate of Achievement can be obtained upon completion of the 26-unit major. All courses 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 Medical Front Office Clerk Certificate of Achievement will be able to:

1. Demonstrate alpha and numeric keyboarding skills at 40 wpm with established accuracy.
2. Demonstrate computer literacy and word processing skills related to formatting business documents.
3. Use medical terminology for human diseases.
4. Demonstrate the differences in medical insurance and explain the duties of a medical office assistant, HIPPA.
5. Demonstrate ability to type medical documents and facility at using medical software such as Medisoft.
6. Employ the necessary soft skills to apply and find employment and keep it.

REQUIRED COURSES: Units

(listed in recommended sequence)

Semester 1: Units

NURS 111 Medical Terminology	3
OT 060 Administrative Medical Assistant	3
CIS 066 Microsoft Word.....	3
OT 054A Beginning Keyboarding A.....	1.5
OT 054B Beginning Keyboarding B	1.5
CIS 091 Microsoft Outlook.....	1.5

Semester 2: Units

BUS 097 Work Readiness.....	1.5
OT 056 Business Grammar and Proofreading	2
OT 059 Medical Keyboarding and Computer Applications	3
OT 061 Health Insurance	3
OT 101 Study of Human Diseases for Medical Assistants	3
Required Major Total Units.....	26

This is a Gainful Employment Program. For additional information, please visit http://www.solano.edu/gainful_employment/ and select "Medical Front Office Clerk."