



# 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), but

- 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.

# What is the Business Transfer Degree?

- 50% 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.

# 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 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.
- They do not freeze units like a degree does.

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 are for your resume.**
  - Help to show employers greater focus in a discipline, like a concentration.
  - They can qualify you for **internships and 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.
- **If a student is targeting an associate degree, can get a certificate with the following.....**

## \* Get Additional Certificates with Your AA or AS-T degree\*

If you are pursuing a Degree in:	You can also get a Certificate in:	Add'l courses beyond AA & AS-T degree req	Adjustment in choosing AA or AS-T electives
AS-T	Management	BUS 96, 65, 57	ACCT1A prerequisite for ACCT1B which is required for AST
	Marketing	BUS 90 87, 89	ACCT1A prerequisite for ACCT1B which is required for AST
	Entrepreneurship	BUS 55, 58, plus 3 electives from list	ACCT1A prerequisite for ACCT1B which is required for AST
	Accounting	ACCT 88 plus 1 ACCT class from list	ACCT1A prerequisite for ACCT1B which is required for AST Choose ACCT 1A as elective from list
AA Bus Adm	Management	BUS 57, 65	None
	Marketing	BUS 87, 89	None
	Entrepreneurship	BUS 55, 58, plus 1 elective from list	None
AA Management	Bus Admin	None	Choose ACCT 1A as an elective for AA
	Marketing	BUS89	Choose BUS90 and 87 as electives for AA
	Entrepreneurship	None	Choose BUS 55, 58 as electives for AA
AA Marketing	Bus Admin	None	None
	Management	None	Choose 57 and 65 as electives for AA
	Entrepreneurship	BUS 55, 58	Choose 65 or 70 as elective for AA

\*Not official; Please verify on MyPortal

# 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

