Business Administration Program Mission Statement

The Business Administration program at Napa Valley College (NVC) empowers and prepares students to develop practical business skills while refining their ability to apply and solve real-life business-related problems. NVC’s business program offers a comprehensive range of relevant business courses concentrating on either an Associate of Science degree in Business Administration or an Associate of Science-Transfer degree in Business Administration.

Associate in Science in Business Administration for Transfer (AA-T)
Napa Valley College

Appropriateness to Mission

1. Goals and Objectives:

This Associate in Science in Business Administration (AA-T) degree is aligned with the Business Administration TMC and prepares students for seamless transfer into the California State University system in a Business Administration baccalaureate program. Students successfully completing this program of study will be able to:

1. Apply current business computer applications.
2. Interact professionally through oral and written communication.
3. Analyze and solve business problems using a variety of methods.
4. Demonstrate professional and ethical behavior.
5. Apply knowledge of accounting principles.
6. Apply knowledge of management techniques and business theory.
7. Apply knowledge of economic principles to business and personal problems.
8. Develop career plan electives.

2. Catalog Description:

The Associate of Science degree with a major in Business Administration acknowledges that the student has established a foundation of knowledge in the fields of business and management. This foundation can be used as a basis for further study towards a baccalaureate degree at a transfer institution. To fulfill the requirements for this degree, students will complete the required courses and work with a counselor to determine the appropriate pattern of general education courses based on the students’ individual educational goals.

Total Units in Area of Emphasis: 29 (10 units double counted in CSU GE/IGETC).
Total Units in GE (CSU and IGETC): 39-42 units
Total Degree Units: 60
Program Requirements:

**Area of Emphasis**

**Required Core Courses (19 units)**

*Complete all of the following courses to total 19 units:*

- ACCT 125: Financial Accounting 5 units  
- ACCT 126: Managerial Accounting 5 units  
- ECON 101: Principles of Microeconomics 3 units  
- ECON 100: Principles of Macroeconomics 3 units  
- BUSI 103: Legal Environment of Business 3 units  

**List A. Business Administration Required Math (4 units)**

*Complete one course totaling 3 units:*

- MATH 232: Introduction to Statistics 4 units  

**List B. Business Administration Electives (6 units):**

*Complete the following courses to total 6 units:*

- CISA 101: Computer Information Systems 3 units  
- BUSI 100: Introduction to Business 3 units  

**Area of Emphasis Totals:** 29 units

**Units Double-Counted in GE:** (10) Units

**CSU GE Breadth or IGETC:** 39-42 Units

**CSU Transferable Electives:** As needed

**Degree Unit Totals:** 60 Units

The Business Administration Program at NVC is very small given the size of the college, representing one full-time faculty member and four adjunct faculty members. The program enrolls approximately 500+ students in eight course sections each year. The program also offers an A.S degree in Business Administration and a 12-unit Entrepreneurial Certificate of Achievement. The high schools in both Napa and Sonoma counties have vibrant, well-developed business curriculum that articulates with NVC for BUSI 100, Introduction to Business and BUSI 143 Entrepreneurial Business Plan courses. In December of each year, the Napa high schools compete along with NVC’s business students in a business plan competition. As a result, many local high school students have experience NVC during their senior year of high school and are excited to enroll at NVC for their certificates or degrees. The Business Administration Department’s curriculum and class offerings are largely focused on meeting transfer requirements, particularly with the local CSU campuses.

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