CIAT
CALIFORNIA INSTITUTE OF APPLIED TECHNOLOGY

EARN YOUR DEGREE IN
BUSINESS ADMINISTRATION
Associate of Applied Science in Business Administration

Program Overview

The Associate of Applied Science in Business Administration offered by CIAT is designed to help students develop critical-thinking, decision-making, communication, and business skills through a blend of theoretical knowledge and practical experience.

The curriculum covers business computer applications, communication, general management, organizational theories, accounting, data analysis, and legal aspects of employment to ensure students are well-equipped to navigate the ever-evolving business landscape confidently.

Graduates of this program possess a strong skill set for entry-level management roles and are eligible for Microsoft Office Specialist Certification.

17 Courses   **Industry Certification**   **2 Years**

75% Technical Courses **25%** General Education Courses

Entry Requirements:

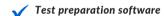High School Diploma or GED *Transfer credits may be accepted.

Degree + Certifications

Employers in this field expect more than just a degree. Earn industry certifications along the way to strengthen your resume and show off your skills.

Earn your industry certifications *while* earning your degree, and graduate career-ready:

✓ *Complimentary exam vouchers*
✓ *Unlimited exam attempts**
✓ *Test preparation software*

CIAT Virtual Classroom

At-Home Computer Build Kits

Learn to build your own computer at home in CIAT's foundational courses with At-Home Computer Build Kits.

Accelerated, Immersive Online Courses

Accelerated 5-week live immersive classes keep you focused on learning one topic at a time.

Real-World Career Preparation

Classes are designed to boost your technical confidence and ensure you graduate career-ready.

Contact Us   (877) 559-3621   ciat.edu   info@ciat.edu

Your Path to Success Starts Here

Businesses across industries need skilled business administration professionals to effectively manage day-to-day operations.

At CIAT, you can earn more than just a business administration degree: you can gain expertise, marketable skills, and in-demand industry certifications that will help you stand out in today's job market. We offer flexible, live online classes that are perfect for working adults, one-on-one tutoring, unlimited access to workshops and support, and personalized career services, to help you achieve your academic and professional goals.

Our Career Services Team

Who We Are
We are a team of dedicated professionals with extensive experience in career advising and development.

Why We're Different
We offer personalized career support designed to meet your unique needs. We prioritize relationship-building and offer ongoing support at every stage of your career journey.

How We Help
We offer a wide range of services including resume writing, interview preparation, career exploration, and more.

Our Goal
To empower our students for lifelong career success by providing comprehensive support and resources for their professional development.

Financial Aid Options

Federal Grants & Loans

- FAFSA

Military Benefits

- Post 9/11 GI Bill® Benefits*
- Yellow Ribbon Program
- Active Duty Tuition Assistance
- Military Spouse Funding (MyCAA)
- Vocational Rehab & Employment

Private Loans

- Sallie Mae
- Flexible monthly payment plans

Scholarships

- Merit-based & Financial Need Scholarships
- CIAT Bachelor's Scholarship
- Industry Scholarship
- Women in Tech Scholarship

TUITION: $42,240

Earn More Than a Degree with Industry Certifications

Degree + Certifications = Student Success

The 3 Steps to Student Success:

Employers hiring for IT positions today demand more than a degree, they expect candidates to come with resumes stacked with industry certifications. Getting certified helps you stay ahead of your competition, position yourself for higher salaries, and demonstrate to your employer that you have the skills needed for the job. At CIAT, we do everything we can to help you get certified, which includes extending our one-of-a-kind unlimited certification policy to all eligible, active students.

1 Coursework

Learn from industry-certified instructors through live classes and hands-on labs. Build your technical skills and conquer the technical concepts before you prepare for the exam.

2 Study for Certification Exam

Our most successful students study several hours each week on top of their coursework to prepare for certification exams. CIAT provides complimentary 4 day bootcamps during term breaks, practice exam software, workshops, and live test prep tutoring for all students.

3 Pass Certification Exam

Once you reach 90% or higher on two practice exams, you are ready to take the exam. You will receive a voucher from CIAT, schedule your exam, and report your results to CIAT. If you fail your exam, CIAT offers an unlimited certification exam policy to all eligible students for up to 180 days after graduation to take the exam as many times as needed in order to pass.

Most exams in the CIAT curriculum are included in our unique Unlimited Certification Exam Policy. A few exclusions do apply.

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Why Earn Industry Certifications?

Employers hiring for IT positions today demand more than a degree, they expect candidates to come with resumes stacked with industry certifications. Getting certified helps you:

- Enhance your resume
- Be more competitive in the job market
- Earn higher salaries
- Demonstrate your skills and value to your employer

The CIAT Approach:

Industry certification exams are difficult exams, and many students do not pass on their first attempt. To help student success rates, we encourage all students to study several hours each week on top of their courses and take advantage of CIAT's complimentary support and unlimited number of exam vouchers. CIAT offers:

- Certification workshops
- Complimentary 4 day bootcamps during term breaks
- Live test prep tutoring
- Practice exam software
- Unlimited certification exam policy

Industry Certifications:

Associate of Applied Science in Business Administration

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION

PROGRAM ID	#AASBUS
LENGTH	85 Weeks, SOC Code: 30.7101
CREDITS	64 Semester (360 Lab Hours; 780 Lecture Hours)

ASSOCIATE DEGREE - CORE COURSES

ID	CLASS	CREDITS
CIS100A	Computer Fundamentals	**4**
BAM100A	Management Principles, Part 1	**4**
BAM100B	Management Principles, Part 2	**4**
BAM102	Introduction to Spreadsheets and Understanding Data	**4**
BAM103	Effective Presentations	**4**
BAM104	Business Communications	**4**
BAM105	Change Management	**4**
BAM106	Organizational Behavior for Managers	**4**
BAM107A	Managerial Accounting, Part 1	**4**
BAM107B	Managerial Accounting, Part 2	**4**
BAM109	Navigating The Modern Workforce - Diversity, Culture, Generations	**4**
BAM110	Fundamentals of Employment Law	**4**

ASSOCIATE DEGREE - GENERAL EDUCATION COURSES

ID	CLASS	CREDITS
ENG	Technical Writing	**4**
ENG	Public Speaking	**3**
MTH	College Algebra	**3**
SBS	Psychology, Sociology, or Economics	**3**
SCI	Chemistry, Biology, or Physics	**3**

In order to graduate from California Institute of Applied Technology and receive their Associate of Applied Science in Business Administration, the student must successfully: 1. Complete the 8 core technical courses (32 semester hours) with an overall average GPA of minimum 2.0. 2. Complete 7 technical elective courses (28 semester hours) with an overall average GPA of minimum 2.0. 3. Complete a minimum of 15 semester hours of approved General Education courses with an overall average GPA of minimum 2.0. 4. These courses may be completed by: a. Successfully completing the course at California Institute of Applied Technology. A minimum of 24 semester hours must be completed in this manner b. Transferring credit from an accredited institution of higher learning. A maximum 51 semester hours may be completed in this manner. c. Challenge Exam of up to four courses (16 semester hours). Each successfully challenged course will be subtracted from the allowed transfer credits.