

ducting specific research and service projects; and arranges and conducts executive development and other programs as the need arises.

INSTITUTE OF INDUSTRIAL RELATIONS

In cooperation with labor and management groups in the San Joaquin Valley, the Institute of Industrial Relations offers work both on campus and off campus. It also provides opportunities for students to participate in labor relations programs and to engage in research in the field.

HIGH SCHOOL PREPARATION

In addition to the usual college preparatory courses it is recommended that students include four years of English, mathematics through intermediate algebra, and one year each of typewriting and bookkeeping in their high school programs.

BACHELOR OF SCIENCE DEGREE MAJORS

Majors are offered in the following fields for the bachelor of science degree. See general degree requirements under *Degrees and Credentials*.

The *accounting* major prepares for the California examination for Certified Public Accountant and for positions in governmental, public, internal, and general accounting.

The *agribusiness* major prepares students for positions in businesses allied with agriculture. These include farm credit and finance, agricultural purchasing, processing, and marketing, as well as management and office positions in agricultural industry. The degree requires 128 units including course work in both business and agriculture.

The *business administration* major prepares for positions in the fields of agricultural economics, banking and finance, business and industrial management, small business operation, and personnel administration.

The *marketing* major prepares for positions in retailing and merchandising; in advertising; and in other types of general and specialized marketing work such as specialty selling, sales management, agricultural marketing, and market research.

The *office administration* major prepares students for responsible positions as administrative assistants, office supervisors, and personal and executive secretaries.

MAJOR REQUIREMENTS

Each student desiring to major in a business field must select one of the majors listed below. Except for office administration (which requires 42 units), a minimum of 45 upper division units is required for bachelor of science degree majors. The general regulations and general education requirements for a bachelor's degree must be completed (see *Degrees and Credentials*).

Additional Requirements: Econ 1A-B, Math 51 or 71, 72 or equivalent are required of all majors in the school; IA 60 is required for marketing (advertising) majors; Chem 2A and Physics 2A are required for the agribusiness major, business option, agricultural mechanics area; Chem 2A-B and 8 are required for the animal and plant science areas. Recommended additional courses are: Geog 3, Econ 110, Soc 1A, Psych 145. Demonstrated ability in the use of the typewriter as indicated by a proficiency examination or by credit in a college typing course is also required of all majors in the school.

All majors in the School of Business are required to complete 12 units outside the school in addition to major and general education course requirements.