Instructional Programs

Business -
(See Business Administration and Office Administration)

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Business Administration

Degree(s)

Transfer
AS-T in Business Administration for Transfer 8114 AS.BADM.OPTBAST and 8114 AS.BADM.OPTCAST
(with General Education Requirements Option B or C)

See Also:
A.A. in Liberal Arts - Business & Technology Emphasis

Non-Transfer:
A.S. in Business Administration 4388 AS.BADM
(with General Education Requirements Option A)
Certificate(s)
Certificate in Business Administration 23121CT.BADM
Certificate in Small Business Operations 4390 CT.BUS.SBO

Employment Concentration Certificate(s)
Accounting Applications Concentration 9999 ECC.BUS.AA
Accounting and Tax Preparation Concentration 9999 ECC.BUS.ACC.TAX
Entrepreneurship Concentration 99999 ECC.BUS.ENTREPRE
Event Operations Management Concentration 99999 ECC.BUS.EDM
Management Communications Concentration 99999 ECC.BUS.MCM
Professional Development Concentration 99999 ECC.BUS.PDO
Project Management Concentration 99999 ECC.BUS.PM
Sustainable Energy Management for Business Concentration 99999 ECC.BUS.SEMB

Program Description

The Business Department offers an Associate in Science in Business Administration for Transfer degree. The Business Administration curriculum is designed for students who are interested in an encompassing formal business education. The AS-T in Business Administration for Transfer degree will assure preparation and readiness for transfer to the CSU system.

The Business Department also offers a non-transfer Associate degree in Business Administration structured around a set of core courses enabling students to develop a general business perspective and skills. The program offers students the knowledge and skills necessary to understand the changing global and domestic business environment and to prepare students for success in their professional careers.

The non-transfer Certificate in Business Administration provides a broader theoretical overview and approach to the business world while the non-transfer Certificate in Small Business Operations provides a focus on practical small business operation skills and techniques. Additionally, there is a variety of non-transfer Employment Concentration Certificates available, each with its own emphasis. These include Accounting Applications, Accounting and Tax Preparation, Entrepreneurship, Event Operations Management, Management Communications, Professional Development, Project Management, and Sustainable Energy Management for Business.

The Business Department is committed to providing a broad and flexible professional education. Recognizing the importance of Accounting, Business Law, Economics, Finance, and Marketing in the business community; these areas provide students with learning opportunities relevant to everyday business and consumer decisions.

Transfer students may earn an Associate degree in Liberal Arts with an area of emphasis that includes Business and Technology. This degree path is designed to accommodate the differing requirements for a wide variety of transfer institutions and provides an efficient means to achieve transfer goals and career success.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement.

Career Opportunities

All career opportunities listed are representative careers in each field. There are no guaranteed positions for students completing these programs. (See: www.onetonline.org)

Transfer Degree
For BA/BS careers, please see your transfer institution.

Non-Transfer A.S. Degree

Business Administration

Top Executive, Chief Operating Officer, Budget Analyst, Chief Executive, Wholesale and Retail Buyer, Purchasing Agent (except wholesale, retail and farm...
products), Load Counselor, Tax Preparer, Financial Specialist, Account Manager, Sales Manager, Sales Representative, Small Business Managers

Certificate

Business Administration

Bank Teller, Claims Adjuster, Examiner, Sales Representative, Investigator, Account Manager, Sales Manager, Small Business Manager

Small Business Operations

Small Business Manager, Banking Center, Financial Manager, Business Development Director, Personal Financial Advisor, Owner Operator, Business Operation Specialist (No formal college degree is required, but training and college courses are recommended.)

Employment Concentrations

Accounting Applications

Bookkeeping Clerk, Accounting Clerk, Auditing Clerk

Accounting and Tax Preparation

Bookkeeping Clerk, Accounting Clerk, Auditing Clerk, Tax Preparer

Entrepreneurship

Small Business Manager (No formal college degree is required, but training and college courses are recommended.)

Event Operations Management

Public Relations Worker, Advertising Worker, Conference Manager, Convention Coordinator, Events Coordinator, Fair Manager, Information Officer, Public Affairs Officer, Public Affairs Specialist, Public Information Officer

Management Communications

Administrative Manager

Professional Development

Customer Service Representative, Account Service Representative, Call Center Representatives, Client Services Representative, Member Services Representative

Project Management

Management Analyst, Business Consultant, Business Management Analyst, Employment Program Analyst, Industrial Analyst, Management Consultant, Program Management Analyst, Quality Control Analyst

Sustainable Energy Management for Business

Sustainable Energy Manager

Transfer Preparation

AS-T in Business Administration for Transfer

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation, major preparation, and admissions. Prospective transfer students are advised to research careers, degrees, universities and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

Business Administration (Non-Transfer)

MSJC offers a range of course work to prepare students to transfer to four-year colleges and universities. Courses that fulfill major requirements for an associate degree in this program might not be the same as those required for transfer into the major at a four year university. All four-year institutions prescribe their own standards for course evaluation and admissions. Prospective transfer students are advised to research careers, degrees and majors in the Career/Transfer Center, access www.assist.org, review the MSJC catalog and meet with a counselor to expedite their transfer plan.

Learning Outcomes

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

Degrees

AS-T in Business Administration for Transfer (25-26 units)

An Associate in Science degree in Business Administration for Transfer will fulfill the requirements for students to transfer to a four-year college or university as a Business Administration major. The major required for an AS-T in Business Administration for Transfer may be met by:

- Completion of 60 semester units that are eligible for transfer to the California State University.
- The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
- A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtaining of a minimum grade point average of 2.0.

Required Courses (15 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-124</td>
<td>Financial Accounting - Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ACCT-124H</td>
<td>Honors Financial Accounting - Principles of Accounting I</td>
</tr>
<tr>
<td>ACCT-125</td>
<td>Managerial Accounting - Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ACCT-125H</td>
<td>Honors Managerial Accounting - Principles of Accounting II</td>
</tr>
<tr>
<td>ECON-201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECON-201H</td>
<td>Honors Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON-202</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>
Instructional Programs

Note: Every effort has been made to keep program information current. Please use this information as a guide and consult with the chair of the department/program or an MSJC counselor.

ACCT-125
Electives (3 units from this list)
MGT-205
MGT-103H
MGT-103
CSIS-101
or
ACCT-124H
or
Required Courses (6 units)
Business Administration.

Transfer requirements.
an educational plan and receive university admission and admission to the CSU system, but not a particular campus complete a bachelor's degree in a similar major at a CSU
Possible double counting

or
BADM-103
CSIS-101
MATH-140H
or
MATH-140
MATH-135

List A (4 units from this list)
MATH-135 Calculus for Social Science and Business 4 units
MATH-140 Introduction to Statistics 4 units
or
MATH-140H Honors Introduction to Statistics 4 units
CSIS-101 Introduction to Computers and Data Processing 3 units
or
BADM-103 Introduction to Business 3 units
or
BADM-103H Honors Introduction to Business 3 units
BADM-104/ENGL-104 Business Communications 3 units
or
BADM-104H/ENGL-104H Honors Business Communications 3 units
Units for Major 25-26
CSU General Education or IGETC Pattern 34-35
Possible double counting 0-10
Transferable Electives (as needed to reach 60 CSU transferable units)
Total Units for AS-T Degree 60 units

This Associate in Science in Business Administration for Transfer degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. A student completing this degree is guaranteed admission to the CSU system, but not a particular campus or major. Students should meet with a counselor to develop an educational plan and receive university admission and transfer requirements.

Business Administration Major (18 units)
The 18 units in the major plus all MSJC General Education Option A requirements for a total of 60 units is required to earn a non-transfer Associate in Science degree in Business Administration.

Required Courses (6 units)
ACCT-124 Financial Accounting - Principles of Accounting I 3 units
or
ACCT-124H Honors Financial Accounting - Principles of Accounting I 3 units
ECON-201 Principles of Microeconomics 3 units
or
ECON-201H Honors Principles of Microeconomics 3 units

Additional Required Courses (9 units from this list)
BADM-103 Introduction to Business 3 units
or
BADM-103H Honors Introduction to Business 3 units
BADM-201 Legal Environment of Business 3 units
CSIS-101 Introduction to Computers and Data Processing 3 units
MGT-303 Introduction to Management 3 units
or
MGT-303H Honors Introduction to Management 3 units
MGT-205 Principles of Marketing Management 3 units
or
MGT-205H Honors Introduction to Management 3 units
Electives (3 units from this list)
ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
or
ACCT-125H Honors Managerial Accounting - Principles of Accounting II 3 units
ACCT-127 Federal and California Income Tax Accounting 3 units
or
ACCT-127H Honors Federal and California Income Tax Accounting 3 units
BADM-098A Developing Effective Time Management Techniques 3 units
BADM-098B Reducing Stress and Improving Performance 3 units
BADM-098C Developing Leadership in Organizations 3 units
BADM-098D Dynamics of Successful Teamwork 3 units
BADM-098E Raising Performance Levels Through Motivation 3 units
BADM-098F Developing Customer Relations and Rapport Business Ethics 3 units
BADM-104/ENGL-104 Business Communications 3 units
or
BADM-104H/ENGL-104H Honors Business Communications 3 units
BADM-150 Small Business Entrepreneurship 3 units
ECON-202 Principles of Microeconomics 3 units
or
ECON-202H Honors Principles of Microeconomics 3 units
FIN-200 Financial Management 3 units

Certificates

Competency in English and math is required prior to completing either certificate. This may be accomplished by testing or completion of ENGL-098 (English Fundamentals) and MATH-090 (Elementary Algebra).

Certificate in Business Administration (24 units)

Required Courses (15 units)
ACCT-124 Financial Accounting - Principles of Accounting I 3 units
or
ACCT-124H Honors Financial Accounting - Principles of Accounting I 3 units
BADM-103 Introduction to Business 3 units
or
BADM-103H Honors Introduction to Business 3 units
BADM-201 Legal Environment of Business 3 units
MGT-103 Introduction to Management 3 units
or
MGT-103H Honors Introduction to Management 3 units
MGT-205 Principles of Marketing Management 3 units

Recommended Courses (Take 3 units from this list)
CSIS-101 Introduction to Computers and Data Processing 3 units
ECON-201 Principles of Microeconomics 3 units
or
ECON-201H Honors Principles of Microeconomics 3 units

Elective Courses (Take 6 units from this list)
ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
or
ACCT-125H Honors Managerial Accounting - Principles of Accounting II 3 units
ACCT-126 Beginning Computer Accounting 3 units
ACCT-127 Federal and California Income Tax Accounting 4 units
BADM-104/ENGL-104 Business Communications 3 units
or
BADM-104H/ENGL-104H Honors Business Communications 3 units
BADM-150 Small Business Entrepreneurship 3 units
BADM-157 Principles of Salesmanship 3 units
BADM-170 Introduction to International Business 3 units
BADM-210 Principles of Advertising 3 units
ECON-202 Principles of Microeconomics 3 units
Accounting Applications Concentration

Certificate classes in order to receive certificate.

Required Courses (15 units)

ACCT-124 Financial Accounting - Principles of Accounting I 3 units
ACCT-126 Beginning Computer Accounting 3 units
BADM-150 Small Business Entrepreneurship 3 units
BADM-201 Legal Environment of Business 3 units
ECON-201 Principles of Macroeconomics 3 units

Elective Courses (9 units)

ACCT-125 Managerial Accounting - Principles of Accounting II 3 units
ACCT-126 Beginning Computer Accounting 3 units
ECON-201 Principles of Macroeconomics 3 units

Entrepreneurship Concentration

Required Courses (12 units)

BADM-103 Introduction to Business 3 units
BADM-098A Developing Effective Time Management Techniques .5 units
BADM-098B Reducing Stress and Improving Performance .5 units
BADM-098C Developing Leadership in Organization .5 units
BADM-098D Dynamics of Successful Teamwork .5 units
BADM-098E Raising Performance Levels Through Motivation .5 units

Elective Courses (4 units)

BADM-098F Developing Customer Relations and Rapport .5 units
BADM-098G Business Ethics .5 units
BADM-157 Principles of Salesmanship 3 units
BADM-201 Legal Environment of Business 3 units
CAPP-120 Using Microsoft Office - Level 1 3 units
ECON-201 Principles of Macroeconomics 3 units

Event Operations Management Concentration

Required Courses (13 units)

BADM-120/HORT-120 Sales and Marketing in Hospitality 3 units
BADM-124 Introduction to Lodging Operations 1 unit
BADM-125 Hotel Convention Services & Operations 2 units
BADM-126 Destination Management for Conventions & Visitors 2 units
BADM-127 Event/Meeting Planning and Management 2 units
MGT-103 Introduction to Management 3 units

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Management Communications Concentration
(9 units)

BADM-104/ENGL-104
Business Communications 3 units

or
BADM-104H/ENGL-104H
Honors Business Communications 3 units

CAPP-127
Using Microsoft Word 3 units

MGT-103
Introduction to Management 3 units

or

MGT-103H
Honors Introduction to Management 3 units

Professional Development Concentration
(9 units)

Required (3 units):
BADM-104/ENGL-104
Business Communications 3 units

or
BADM-104H/ENGL-104H
Honors Business Communications 3 units

Required (3 units)
BADM-098A
Developing Effective Time Management Techniques .5 unit

BADM-098B
Reducing Stress and Improving Performance .5 unit

BADM-098C
Developing Leadership in Organizations .5 unit

BADM-098D
Dynamics of Successful Teamwork .5 unit

BADM-098E
Raising Performance Levels Through Motivation .5 unit

BADM-098F
Developing Customer Relations and Rapport .5 unit

BADM-098G
Business Ethics .5 unit

Required (3 units)
CAPP-120
Using Microsoft Office – Level 1 3 units

CAPP-122
Using Microsoft Excel 3 units

CAPP-123
Using Microsoft Access – Level 1 3 units

CAPP-124
Using Microsoft PowerPoint 3 units

CAPP-126E
Using InDesign Cs2 - Level 1 3 units

CAPP-126G
Using Adobe InDesign 3 units

CAPP-127
Using Microsoft Word 3 units

CAPP-135
Using Microsoft Project 3 units

Project Management Concentration (9 units)

CAPP-135
Using Microsoft Project 3 units

MGT-103
Introduction to Management 3 units

or

MGT-103H
Honors Introduction to Management 3 units

MGT-133
Productivity Management 3 units

Sustainable Energy Management for Business Concentration (15 units)

BADM-103
Introduction to Business 3 units

or

BADM-103H
Honors Introduction to Business 3 units

BADM-201
Legal Environment of Business 3 units

SEMA-100
Our Sustainable Future 3 units

SEMA-101
Fundamentals of Energy Assessment in Business 3 units

SEMA-110
Managing Sustainable Business Practices 3 units