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 A.S.-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. 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

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

PROGRAM DESCRIPTION

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

Transfer A.A.-T Degree

Business Administration

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 A.A.-T in Business Administration for Transfer may be met by:

- Completion of 60 semester units or 90 quarter 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 or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- Obtention of a minimum grade point average of 2.0. ADT also requires that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is acceptable if pass is defined as a grade of C or better.

A.S.-T in Business Administration for Transfer (25-26 units)

Required Core: Select five (15 units)

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

List A: Select one (4 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-135</td>
<td>Calculus for Social Science and Business</td>
<td>4</td>
</tr>
<tr>
<td>MATH-140</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

List B: Select two (6-7 units)

Any course from List A not already used above can be selected.

<table>
<thead>
<tr>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-135</td>
<td>Calculus for Social Science and Business</td>
<td>4</td>
</tr>
<tr>
<td>MATH-140</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>CSIS-101</td>
<td>Introduction to Computers and Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>BADM-103</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or BADM-103H</td>
<td>Honors Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Units for Major 25-26

CSU General Education or IGETC Pattern 34-35

Possible double counting 10

Transferable Electives (as needed to reach 60 CSU transferable units)

Total Units for A.S.-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.

Non-Transfer Degree

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)

<table>
<thead>
<tr>
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<td>ECON-201</td>
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</tr>
<tr>
<td>or ECON-201H</td>
<td>Honors Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

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.
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
MGT-103 Introduction to Management 3 units
MGT-205 Principles of Marketing 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-128 Federal Income Tax Accounting 3 units
BADM-104 Business Communications 3 units
or
BADM-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

Certificate

Competency in English and math is required prior to completing the certificate. This may be accomplished by testing or completion of ENGL-098 (English Fundamentals) or ENGL-092 or ESL-098W and MATH-090 (Elementary Algebra) or MATH-090B.

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
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 Macroeconomics 3 units
or
ECON-201H Honors Principles of Macroeconomics 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-128 Federal Income Tax Accounting 3 units
BADM-104 Business Communications 3 units
or
BADM-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
or
ECON-202H Honors Principles of Microeconomics 3 units
ENGR-108/MGT-108 Organizational Behavior 3 units
MGT-132 Labor Management Relations 3 units
MGT-133 Productivity Management 3 units
MGT-138 Personnel Management 3 units

Employment Concentration

Certificate classes must be completed within a two-year period to be valid. Certificate is valid for two years after issuance. Students must complete an employment concentration certificate application form (available in the Business Department office) after completion of all certificate classes in order to receive certificate.

Project Management Concentration (9 units)
CAPP-135 Using Microsoft Project 3 units
MGT-103 Introduction to Management 3 units
MGT-133 Productivity Management 3 units