



BUSINESS/BUSINESS ADMINISTRATION

San Jacinto Campus


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Degree(s)

Transfer:

 A.S.-T in Business Administration for Transfer ^{31140 AS.BADM.OPTBAST}
and ^{31140 AS.BADM.OPTCAST}

(using 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 Accounting ^{35602 CT.ACCT}

Certificate in Business Administration ^{22122 CT.BADM}

Certificate in Small Business/Entrepreneurship ^{04389 CT.BUS.SBO}

Employment Concentration Certificate(s)

Business Information Analysis ^{99999 ECC.BUS.BIA}

Project Management Concentration ^{99999 ECC.BUS.PM}

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 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 Accounting Certificate is designed to prepare students for entry-level positions in accounting in public and private sector areas in industry such as small business, public accounting, financial service, wholesale trades, government and nonprofit. The student will have an understanding of fundamental accounting and business concepts and gain valuable skills needed in the evolving and competitive job market. Entry-level opportunities include but not limited to

positions in accounts receivable/payable, general bookkeeping and accounting, payroll, income tax preparation, cost accounting, and a number of trainee/internship positions. This certificate also provides a path to higher level education. The Accounting Certificate requires the completion of 24-27 units of which 18 are in required courses. Additional 6-9 units must be chosen from a list of selective courses. The certificate will take at least one to two years to complete.

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

Accounting

Entry-level opportunities include but not limited to: Accounts Receivable/Payable, General Bookkeeping and Accounting, Payroll, Income Tax Preparation, Cost Accounting, and a number of trainee/internship positions.

Business Administration

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

Small Business/Entrepreneurship

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 Concentration

Business Information Analysis

Administrative Assistance, Executive Secretary, Business Owners, Office Managers, Business Analysts, Receptionist

Project Management

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

TRANSFER PREPARATION

A.S.-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.

Accounting and 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.S.-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.S.-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.
- Obtainment 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 (24 units)

Required Core: Select five (15 units)

ACCT-124	Financial Accounting - Principles of Accounting I	3 units
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or

ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
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ACCT-125	Managerial Accounting – Principles of Accounting II	3 units
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or

ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
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BADM-201	Legal Environment of Business	3 units
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ECON-201	Principles of Macroeconomics	3 units
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or

ECON-201H	Honors Principles of Macroeconomics	3 units
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ECON-202	Principles of Microeconomics	3 units
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or

ECON-202H	Honors Principles of Microeconomics	3 units
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List A: Select one (3 units)

MATH-135	Calculus for Social Science and Business	3 units
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MATH-140	Introduction to Statistics	3 units
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List B: Select two (6 units)

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

BADM-103	Introduction to Business	3 units
or		
BADM-103H	Honors Introduction to Business	3 units
CSIS-101	Introduction to Computers and Data Processing	3 units

Units for Major 24

CSU General Education or IGETC Pattern 37-39

Possible double counting 9

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)

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 Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	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
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

CERTIFICATE

Certificate in Accounting (24-27 units)

Required Courses (18 units)

ACCT-077	QuickBooks Accounting	3 units
ACCT-124	Financial Accounting - Principles of Accounting I	3 units
or		
ACCT-124H	Honors Financial Accounting - Principles of Accounting I	3 units
ACCT-125	Managerial Accounting - Principles of Accounting II	3 units

or		
ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	3 units
ACCT-126	Computerized Accounting	3 units
ACCT-128	Federal Income Tax Accounting	3 units
BADM-103	Introduction to Business	3 units

or		
BADM-103H	Honors Introduction to Business	3 units

Elective Courses (6-9 units)

BADM-104	Business Communications	3 units
or		
BADM-104H	Honors Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
BADM-201	Legal Environment of Business	3 units
ECON-201	Principles of Macroeconomics	3 units

or		
ECON-201H	Honors Principles of Macroeconomics	3 units

Certificate in Business Administration (24 units)

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

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)

CAPP-122	Using Microsoft Excel	3 units
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	Computerized 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
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-133	Productivity Management	3 units
MGT-138	Personnel Management	3 units

Small Business/Entrepreneurship (24 units)

The Small Business/Entrepreneurship Certificate provides students with practical tools used in the small business environment. This certificate focuses on the critical thinking, technical, and soft skills needed to operate and work in a small business. Coursework includes explaining the various business functions as well as preparing and presenting a business plan.

BADM-103	Introduction to Business	3 units
BADM-104	Business Communications	3 units
BADM-150	Small Business Entrepreneurship	3 units
CAPP-122	Using Microsoft Excel	3 units
or		
BADM-097	Business Computer Applications	3 units
MGT-205	Principles of Marketing Management	3 units
BADM-201	Legal Environment of Business	3 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 Macroeconomics	3 units
or		
ECON-201H	Honors Principles of Macroeconomics	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.

Business Information Analysis (13 units)

The Business Information Analysis Employment Concentration is designed for students who want to explore business research and analytics. Students will develop critical thinking skills to identify business needs and then utilize technology to collect data to prepare reports in order to formulate and present an action plan.

BADM-103	Introduction to Business	3 units
ECON-202	Principles of Microeconomics	3 units
MATH-140	Introduction to Statistics	3 units
BADM-097	Business Computer Applications	3 units

Project Management Concentration (9 units)

CAPP-098	Using Microsoft Project	3 units
MGT-103	Introduction to Management	3 units
MGT-133	Productivity Management	3 units



Mt. San Jacinto College Undergraduate certificate in Accounting Program Length: 72 weeks

Students graduating on time

N/A* of Title IV students complete the program within 72 weeks¹

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$1,242 for in-state tuition and fees

\$9,207 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: <http://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt²

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A**⁴.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields: Treasurers and Controllers: <http://onetonline.org/link/summary/11-3031.01>

Financial Managers, Branch or Department: <http://onetonline.org/link/summary/11-3031.02>

Accountants: <http://onetonline.org/link/summary/13-2011.01>

Auditors: <http://onetonline.org/link/summary/13-2011.02>

Financial Analysts: <http://onetonline.org/link/summary/13-2051.00>

Licensure Requirements⁶

The following do not have licensure requirements for this profession:

California

Additional Information:

No additional notes provided.

Date Created: 5/21/2019

These disclosures are required by the U.S. Department of Education

Footnotes:

¹ The share of students who completed the program within 100% of normal time (72 weeks).

² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.

⁵ The median earnings of program graduates who received Federal aid.

⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

⁷ State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

⁸ Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

[N/A](#)

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



Mt. San Jacinto College
Undergraduate certificate in Business Administration
Program Length: 72 weeks

Students graduating on time

0% of Title IV students complete the program within 72 weeks¹

Program Costs*

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$2 a year or \$1 a semester

Help a Student Fund (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$40 a year or \$20 a semester

*For summer session fees, please see: <https://www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx>

Visit website for more program cost information: www.msjc.edu/StudentServices/EnrollmentServices/Pages/What-Fees-do-I-have-to-pay.aspx

*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A² in debt³

²Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A⁴ per month in student loans with an interest rate of N/A⁴.

⁴Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A⁵ of program graduates got jobs

⁵We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields: General and Operations Managers: <http://ononline.org/link/summary/11-1021.00>

Sales Managers: <http://ononline.org/link/summary/11-2022.00>

Administrative Services Managers: <http://ononline.org/link/summary/11-3011.00>

Industrial Production Managers: <http://ononline.org/link/summary/11-3051.00>

Transportation Managers: <http://ononline.org/link/summary/11-3071.01>

Storage and Distribution Managers: <http://ononline.org/link/summary/11-3071.02>

Construction Managers: <http://ononline.org/link/summary/11-9021.00>

Social and Community Service Managers: <http://ononline.org/link/summary/11-9151.00>

Regulatory Affairs Managers: <http://ononline.org/link/summary/11-9199.01>

Compliance Managers: <http://ononline.org/link/summary/11-9199.02>

Investment Fund Managers: <http://ononline.org/link/summary/11-9199.03>

Supply Chain Managers: <http://ononline.org/link/summary/11-9199.04>

Security Managers: <http://ononline.org/link/summary/11-9199.07>

Loss Prevention Managers: <http://ononline.org/link/summary/11-9199.08>

Wind Energy Operations Managers: <http://ononline.org/link/summary/11-9199.09>

Wind Energy Project Managers: <http://ononline.org/link/summary/11-9199.10>

Cost Estimators: <http://ononline.org/link/summary/13-1051.00>

Management Analysts: <http://ononline.org/link/summary/13-1111.00>

Licensure Requirements⁶

The following do not have licensure requirements for this profession:

California

Additional Information:

No additional notes provided.

Date Created: 5/16/2019

These disclosures are required by the U.S. Department of Education

Footnotes:

¹ The share of students who completed the program within 100% of normal time (72 weeks).

² The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

³ The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA⁴ interest rate.

⁵ The median earnings of program graduates who received Federal aid.

⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

N/A

Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A



Mt. San Jacinto College
 Undergraduate certificate in Small Business/Entrepreneurship
 Program Length: 72 weeks

Students graduating on time

N/A* of Title IV students complete the program within 72 weeks¹

*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*

\$1,104 for in-state tuition and fees

\$8,184 for out-of-state tuition and fees

\$3,942 for books and supplies

Other Costs:

Parking Permits cost \$68 a year or \$34 a semester

RTA Go Pass cost \$12 a year or \$6 a semester

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Student Health Center Fee - \$40 a year or \$20 a semester

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*The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money

The typical graduate leaves with

N/A* in debt²

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with an interest rate of **N/A***⁴.

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

Graduates who got jobs

N/A* of program graduates got jobs

*We are not currently required to calculate a job placement rate for program completers.

Program graduates are employed in the following fields: General and Operations Managers: <http://onetonline.org/link/summary/11-1021.00>

Regulatory Affairs Managers: <http://onetonline.org/link/summary/11-9199.01>

Compliance Managers: <http://onetonline.org/link/summary/11-9199.02>

Investment Fund Managers: <http://onetonline.org/link/summary/11-9199.03>

Supply Chain Managers: <http://onetonline.org/link/summary/11-9199.04>

Security Managers: <http://onetonline.org/link/summary/11-9199.07>

Loss Prevention Managers: <http://onetonline.org/link/summary/11-9199.08>

Wind Energy Operations Managers: <http://onetonline.org/link/summary/11-9199.09>

Licensure Requirements⁵

The following do not have licensure requirements for this profession:

California

Additional Information:

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⁴ The median monthly loan payment for students who completed this program if it were repaid over ten years at a NA* interest rate.

⁵ The median earnings of program graduates who received Federal aid.

⁶ Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

⁷ State Job Placement Rate:

Name of the state this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A

⁸ Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

N/A

Follow the link below to find out who is included in the calculation of this rate:

N/A

What types of jobs were these students placed in?

N/A

When were the former students employed?

N/A

How were completers tracked?

N/A