

Business Administration

Build your career with business fundamentals



SJVC's Business Administration (BA) program provides a framework of office procedures and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical and technologically competent business professionals.

Students Learn

- Accounting principles
- Business operations
- Human resources
- Business economics & finance

Professional Certifications

Graduates earn a Certificate or Associate of Science degree and are eligible to take the Microsoft® Office Specialist exam for certification in Word, PowerPoint®, and Excel®.

Career Information

Employers want to hire those who are familiar not only with business technology and equipment but also with appropriate business practices and communication. Entry-level business professionals are responsible for performing these important tasks:

- Accounts receivable and payable tasks
- Customer questions and complaints
- Computer reports
- Sales presentations

Admission Requirements

Admission to the BA program requires:

- High school diploma or equivalent
- Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to academic work outside of scheduled class hours.



Course Listing		
Course ID	Course Name	Credit Units
ACT 101	Principles of Accounting	5.0
HR 100	Human Resource Management and Administration	2.0
BA 210	Business Writing	2.0
BUS 102	Business Math	3.0
BUS 160	The Modern Office Professional	3.0
BUS 170	Strategic Management & Leadership	3.0
BUS 180	Marketing & Sales	3.0
CMP 101	Introduction to Microsoft Office 1	5.0
CMP 102	Introduction to Microsoft Office 2	5.0
Certificate Program Total		31.0
ACT 102	Intermediate Accounting	3.0
BUS 400	Business Capstone	3.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
MTH 121	College Algebra - Part A	3.0
MTH 122	College Algebra - Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		67.0

SJVC classes are offered Monday through Thursday in the morning, afternoon and evening.

Class Schedule
Monday - Thursday
Morning Session: 7:15am-12:00pm
Afternoon Session: 12:30pm-5:15pm
Evening Session: 5:30pm-10:15pm

NOTE: Sessions vary by program and campus and are subject to seat availability.

Antelope Valley Campus
42135 10th Street West, Lancaster, CA 93534
866.483.1797

Consumer Information		
Occupations*		
Customer Service Representatives (43-4051.00) [†]		
Administrative Assistant (43-6011.00) [†]		
	Certificate	A.S. Degree
On-Time Completion Rate**	78%	69%
Graduate Placement Rate	0%	71% [‡]
Tuition and Fees	\$17,250	\$32,950
Graduate Median Loan Debt		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$0
Institutional Loans	\$0	\$0

Statistics for graduate cohort of July 1, 2013 - June 30, 2014.
Graduate placement rate statistics for students who were scheduled to graduate in the calendar year 2013.

*Visit <http://www.onetcodeconnector.org/ccreport> and enter the reference number[†] from the Consumer Information table for complete details.

**Percentage of graduates who completed the program in the scheduled period (30 weeks-Certificate, 60 weeks-AS Degree).

‡ The job placement rate published in this disclosure includes on-time graduates from all other SJVC campuses who completed the program in calendar year 2013.

The BA program is offered in:
ANTELOPE VALLEY (Lancaster)
BAKERSFIELD*
FRESNO*
HANFORD
MADERA**
MODESTO (Salida)
ONTARIO
TEMECULA
VICTOR VALLEY (Hesperia)
VISALIA*

Other SJVC campus locations:
DELANO - opening Fall 2015
RANCHO CORDOVA
SAN DIEGO (Chula Vista)

*A.S. degree only

**Certificate only

Program availability varies by campus

San Joaquin Valley College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: www.accjc.org