

# Business Administration



San Joaquin Valley College's (SJVC) Business Administration program provides a framework of business knowledge and skills that can adapt to any company's operation. Students develop into knowledgeable, ethical, and technically competent business professionals.

Students who enroll in the program will take foundational core courses in essential business concepts and will then go on to complete additional courses in one of the following concentrations:

## **Business Management**

- Microsoft® Office Specialist Excel® Certification

## **Retail Management**

- Retail Management
- Customer Service and Sales

## **Business Accounting**

- Bookkeeper Certification

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## **Professional Certifications**

The fees for the examinations below are paid for by SJVC. These certifications enhance students' résumés and prepare them for future career success. Testing for these certifications may be completed prior to graduation.

Graduates earn a Certificate of Completion and are eligible to take certifications relative to the concentration chosen. Certifications offered include Retail Management and Customer Service and Sales Certifications from National Retail Federation (NRF®), Bookkeeper Certification from National Association of Certified Public Bookkeepers (NACPB), and Microsoft® Office Specialist Excel® Certification from Certiport.

## **Graduation Requirements**

Successful completion of the courses listed below, minimum keyboarding speed of 45 net wpm, minimum 10 key speed of 8,000 keystrokes per hour, and successful completion of the Career Services Seminar (CSS100).

## **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 can work in the following areas:

- Bookkeeping and Accounting
- Customer Service Representatives
- Retail Sales and Operations Management
- Reception and Administration Assistant

## **Admission Requirements**

Admission to the BA program requires:

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



## Foundational Courses

All students in each concentration are required to complete the following foundational coursework on-ground except where noted:

Course Listing		
Course ID	Course Name	Credit Units
<b>Core Course Requirements</b>		
ACCT 100*	Fundamentals of Accounting	3.0
BUSN 100	Business Math Applications	3.0
BUSN 110	Business Law and Ethics	3.0
BUSN 120	Business Communication	3.0
BUSN 130	Principles of Management	3.0
BUSN 140	Human Resource Management	3.0
COMP 101*	Computer Literacy and Applications for the Professional	3.0
<b>Foundational Courses Total</b>		<b>21.0</b>

\*Online Only

SJVC classes are offered Monday through Thursday in the morning, afternoon and evening. The on-ground program is a hybrid model that offers courses both on-campus and online. This helps students improve their technology skills and allows for schedule flexibility.

Class Schedule
<b>Monday - Thursday</b>
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.



## Business Accounting

Online Course Listing		
Course ID	Course Name	Credit Units
ACCT 110	Payroll Accounting Management	2.0
ACCT 120	Accounting Software Systems	2.0
ACCT 130	Merchandising Accounting	2.0
BUSN 250	Business Externship (BUSN 240 Business Capstone)	2.0
BUSN 260	Business Seminar	1.0
<b>Foundational Courses Total</b>		<b>21.0</b>
<b>Certificate Program Total</b>		<b>30.0</b>

## Business Management

Online Course Listing		
Course ID	Course Name	Credit Units
BUSN 150	Small Business Management	2.0
BUSN 160	Marketing	2.0
BUSN 200	Spreadsheet Management	2.0
BUSN 250	Business Externship (BUSN 240 Business Capstone)	2.0
BUSN 260	Business Seminar	1.0
<b>Foundational Courses Total</b>		<b>21.0</b>
<b>Certificate Program Total</b>		<b>30.0</b>

## Retail Management

Online Concentration Course Listing		
Course ID	Course Name	Credit Units
BUSN 160	Marketing	2.0
BUSN 170	Retail Management	2.0
BUSN 190	Customer Service and Sales Management	2.0
BUSN 250	Business Externship (BUSN 240 Business Capstone)	2.0
BUSN 260	Business Seminar	1.0
<b>Foundational Courses Total</b>		<b>21.0</b>
<b>Certificate Program Total</b>		<b>30.0</b>

Visit <http://www.sjvc.edu/online-programs/technical-requirements> for software and hardware requirements.

Consumer Information	
	Certificate
Program Length	30 weeks
Tuition and Fees	\$14,460
Estimated Textbook Cost	\$300
<i>Data for Graduates on all SJVC Campuses between 7/1/14 and 6/30/15</i>	
Graduate Median Loan Debt	
Title IV HEA Loans	\$9,500
Private Loans	\$0
Institutional Loans	\$0
On-Time Completion Rate	86%
<i>Graduate Placement Rate</i>	
Because of the change in the California Bureau of Private Postsecondary Education's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.	
Occupations for Graduate Placement <sup>1</sup>	
Administrative Services Managers (11-3011.00) Bookkeeping, Accounting, and Auditing Clerks (43-3031.00) Customer Service Representatives (43-4051.00) Executive Secretaries/Administrative Assistants (43-6011.00) First-Line Supervisors of Retail Sales Workers (41-1011.00) General and Operations Managers (11-1021.00) Human Resources Specialists (13-1071.00) Office Clerks, General (43-9061.00) Receptionists and Information Clerks (43-4171.00) Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00) First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00) First-Line Supervisors of Retail Sales Workers (41-1011.00)	

<sup>1</sup>Visit <http://www.onetcodeconnector.org> and enter the reference number for complete details

### Institutional Accreditation

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](http://www.accjc.org)

### California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Title 5, Division 7.5 – Private Postsecondary Education of the California Code of Regulations.

Visit <http://www.sjvc.edu/admissions/accreditation/state-approvals> to view additional state approvals.

