

Business Administration

This program is offered at **Hanford, Hesperia, Modesto, Online, Rancho Cucamonga** and **Temecula**.

Program Description

This is a 30 school week general business program that includes the business procedures used in the majority of business operations today. Students develop the ability to organize and manage work tasks and information through the use of microcomputer technology utilizing the Microsoft Office Suite: Word, Access, Excel, Outlook and PowerPoint.

Student Learning Outcomes

Upon completion of the BA Certificate program, the graduate will be able to:

1. Perform general business functions
2. Demonstrate resource management skills
3. Demonstrate a working understanding of economics and marketing and how they correlate to current global business trends
4. Demonstrate keyboarding and ten key skills commensurate with industry standards
5. Demonstrate proficiency in Word, Excel, PowerPoint, and accounting software
6. Interact confidently and communicate effectively with businesses and community organizations
7. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life
8. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all SJVC graduates



The following courses are offered at **Hanford, Modesto, Rancho Cucamonga** and **Temecula** and are required to obtain a certificate in this field:

Course ID	Course Name	Credit Units
ACT 101	Principles of Accounting	5.0
BA 110	Administrative Operations and Procedures 1	3.0
BA 210	Business Writing	2.0
BUS 102	Business Math	3.0
BUS 150*	Professional Development and Modern Office Operations	2.0
CMP 101	Introduction to Microsoft Office I	5.0
CMP 102	Introduction to Microsoft Office II	5.0
HR 100	Human Resource Management and Administration	2.0
MKT 100	Marketing	3.0
Certificate Program Total		30.0

*This course satisfies the CSS100 graduation requirement.

For a description of the courses listed above, please see Section 8.

Program Graduation Requirements:

Students must reach minimum keyboarding speed requirements of 45 net wpm to be eligible for graduation from this program.