

Business Administration

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

Program Description

This is a 60 school week general business program which includes the business procedures used in the majority of business operations today. Students develop the skills to organize and manage work tasks and information through the use of microcomputer technology utilizing the Microsoft Office Suite: Word, Access, Outlook, Excel, and PowerPoint.

Program Student Learning Outcomes

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

1. Perform general business functions
2. Demonstrate resource management and accounting 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 degree in this field.

Course ID	Course Name	Credit Hours
ACT 101	Principles of Accounting	5.0
BA 110	Administrative Operations and Procedures 1	3.0
BA 210	Business Writing	2.0
BUS 150*	Professional Development and Modern Office Operations	2.0
BUS 102	Business Math	3.0
CMP 101	Introduction to Microsoft Office I	5.0
CMP 102	Introduction to Microsoft Office II	5.0
ECON 1	Economics	3.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HR 100	Human Resource Management and Administration	2.0
MGT 104	Office Supervision and Operation	3.0
MKT 100	Marketing	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		66.0

*This course satisfies the CSS100 graduation requirements.

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

Program Graduation Requirements:

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

