

# BUSINESS ADMINISTRATION CERTIFICATE

The Business Department offers a Certificate 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 Business Administration Certificate requires the completion of 24 units, of which 15 are required and an additional 9 units must be chosen from a list of elective courses.

For individuals currently working within these listed fields, there may be potential for salary and/or career advancement: Top Executive, Chief Operating Officer, Budget Analyst, Chief Executive, Wholesale and Retail Buyer, Purchasing Agent (except wholesale, retail and farm products), Tax Preparer, Financial Specialist, Account Manager, Sales Manager, Sales Representative, Small Business Managers.

CT.BADM

## Program Map Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (<https://msjc.emsicc.com/?radius=&region=All%20Regions>) opportunities. Program maps show the recommended course sequence that leads to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

Fall Semester 1		Units
ACCT-124	Financial Accounting - Principles of Accounting I	3
BADM-103	Introduction to Business	3
MGT-500	Introduction to Management (formerly MGT-103)	3
ECON-201	Principles of Macroeconomics	3
<b>Units</b>		<b>12</b>
Spring Semester 1		
BADM-201	Legal Environment of Business	3
MGT-520	Principles of Marketing Management	3
ACCT-125	Managerial Accounting - Principles of Accounting II	3
ECON-202	Principles of Microeconomics	3
<b>Units</b>		<b>12</b>
<b>Total Units</b>		<b>24</b>

## Requirements

Course	Title	Credits
<b>Required Courses</b>		
ACCT-124	Financial Accounting - Principles of Accounting I	3

or ACCT-124H	Honors Financial Accounting - Principles of Accounting I	
BADM-103	Introduction to Business	3
or BADM-103H	Honors Introduction to Business	
BADM-201	Legal Environment of Business	3
MGT-500	Introduction to Management (formerly MGT-103)	3
MGT-520	Principles of Marketing Management	3
<b>Recommended Courses</b>		
Select one of the following:		3
CAPP-122	Using Microsoft Excel	
CSIS-101	Introduction to Computers and Data Processing	
ECON-201	Principles of Macroeconomics	
or ECON-201H	Honors Principles of Macroeconomics	
<b>Elective Courses</b>		
Select two of the following:		6
ACCT-125	Managerial Accounting - Principles of Accounting II	
or ACCT-125H	Honors Managerial Accounting - Principles of Accounting II	
ACCT-626	Computerized Accounting	
BADM-104	Business Communications	
or BADM-104H	Honors Business Communications	
BADM-530	Small Business Entrepreneurship (formerly BADM-150)	
BADM-545	Business Computer Applications	
BADM-730	Introduction to Project Management	
ECON-202	Principles of Microeconomics	
or ECON-202H	Honors Principles of Microeconomics	
MGT/ENGR-505	Organizational Behavior (formerly MGT-108)	
MGT-760	Elements of Supervision	
<b>Total Units</b>		<b>24</b>

## Career Exploration

Discover information about careers that interest you!

1. Take a **Career Quiz** (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available **in-demand jobs** (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the **MSJC Program** (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.

## Gainful Employment Disclosures: Business Administration

Gainful Employment Disclosures – 2024

**Program Name** BUSINESS ADMINISTRATION

**This program is designed to be completed in 8 months.**

**This program will cost \$1,104 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.**

**Of the students who completed this program within normal time, the typical graduate leaves with \$ 0 of debt.**

**The following States do not have licensure requirements for this profession: California**

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

**NOTE:**

Cost per unit \$46

Nonresident Fees- Tuition: \$318

Capital Outlay: \$58

Parking Permits cost \$90 a year or \$45 a semester

RTA Go Pass cost \$16 a year or \$8 a semester

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

Student representation fee (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$52 a year or \$26 a semester

\*For summer session fees and non-CA resident tuition, please

see: <https://www.msjc.edu/enroll/what-fees-do-i-have-to-pay.html>