

BUSINESS/BUSINESS ADMINISTRATION

Program Description

Business Administration degrees are among the most popular college programs in the United States and with good reason. Equipped with a versatile degree, students can potentially launch a career in any industry, from marketing to manufacturing, accounting to analytics. With a two-year Associate degree, students find employment as a project manager or information system analyst or jump into the role of an office manager or a small business owner. With a Bachelor's degree in business administration, students qualify for vital roles in private, public, and nonprofit organizations. Students will be prepared to work across industries as a business analyst, human resources generalist, operations manager, or marketing specialist. Some Business Administration graduates also venture into entrepreneurship, creating their own successful enterprises from the ground up.

Business/Business Administration Department Page (<https://www.msjc.edu/businessadministration/>)

Transfer Preparation

MSJC offers a wide range of course work that prepares students for the workforce or for transfer to four-year colleges and universities. All four-year institutions prescribe their own standards for course evaluation and admissions. Courses that fulfill major requirements for an associate degree in a program at MSJC might not be the same as those required for transfer into a similar major at a four-year university. Please meet with a Counselor to confirm transfer requirements.

Transfer students are advised to do research on prospective majors and careers. The MSJC Transfer Center and MSJC catalog can be helpful tools. Students interested in transferring to CSU's or UC's can access major preparation by visiting ASSIST (<http://www.assist.org>). All students are advised to meet with a counselor at least once a semester to create or update their comprehensive education plan.

Contact Information

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Degrees/Certificates

Degrees

Transfer Degree

- Business Administration 2.0, A.S.-T (<https://catalog.msjc.edu/instructional-programs/business-business-administration/business-administration-ast/>)

Non-Transfer Degree

- Business Administration, A.S. (<https://catalog.msjc.edu/instructional-programs/business-business-administration/business-administration-as/>)

Certificates

- Accounting Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/accounting-certificate/>)
- Business Administration Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/business-administration-certificate/>)
- Facilities Management Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/facilities-management-certificate/>)
- Small Business/Entrepreneurship Certificate (<https://catalog.msjc.edu/instructional-programs/business-business-administration/small-business-entrepreneurship-certificate/>)

Employment Concentrations

- Business Information Analysis Employment Concentration (<https://catalog.msjc.edu/instructional-programs/business-business-administration/business-information-analysis-ecc/>)

Also see Management (<https://catalog.msjc.edu/instructional-programs/management-supervision/>)

Program Learning Outcomes

- Communicate effectively through appropriate modes of communication (listening, speaking, reading, writing) as they pertain to the business environment with emphasis on the use of computer technology.
- Analyze data to determine relevant information needed to produce reports, visual presentations, and other business documents.
- Identify and solve business problems, assess results, and determine alternative courses of action.

Careers and Salaries

Discover in-demand careers and education options based on your interests! See the list of careers below or explore further by searching for **Careers or Programs** (<https://msjc.emsicc.com>).

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. Labor market statistics are from the Bureau of Labor Statistics, US Census Bureau, O-NET, EMSI.

Career/Industries	CA Annual Median Salary or Range	Employment Demand or Opening CA
General and Operations Manager (B)	\$115,689	31,640
Management Analyst (B, M)	\$86,530	16,020
Financial Adviser (B, M)	\$102,045	3,275
Administrative Services Managers (SM, A, B)	\$105,495	3,523

(degree required: SM some college, C: Certificate, A: Associate degree, B: Bachelor's degree, M: Master's degree, D: Doctorate)