

<b>DIVISION</b>	Business & Information Technology
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<b>DIVISION OFFICE</b>	Business 101 (909) 384-8908

The Business Administration Department offers courses in the fundamentals of business organization and management as well as in marketing and business law.

For non-business majors, these courses offer a general view of the world of business and finance. For business majors, these courses provide a solid foundation in preparation for transfer to a four-year institution. Students planning to transfer to a four-year institution and major in business administration or a related field should consult with a counselor regarding the transfer process and lower division requirements.

Core competencies emphasized by courses in this department:

- Read and retain information
- Write clearly
- Speak clearly
- Employ vocabulary of the subject studied
- Demonstrate active listening skills
- Evaluate authority and bias of information
- Evaluate strengths, weaknesses and fallacies of logic
- Exhibit personal, professional, and academic honesty
- Apply lessons from the past to ethical issues faced in the present
- Give and receive constructive feedback
- Develop time management skills
- Demonstrate creative thought through original expression
- Demonstrate etiquette in face-to-face and written interactions
- Work effectively in group settings
- Utilize conflict resolution skills
- Demonstrate knowledge of and respect for other cultures

## BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Business Administration, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES		UNITS
ACCT 200	Principles of Accounting I	4
ACCT 201	Principles of Accounting II	4
BUSAD 103	Marketing Principles	3
BUSAD 210	Business Law	3
ECON 200	Introduction to Macroeconomics	3

ECON 201	Principles of Microeconomics	3
CIT 101	Introduction to Computer Literacy	3
<b>TOTAL UNITS</b>		<b>23</b>

## BUSINESS ADMINISTRATION CERTIFICATE

This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law.

REQUIRED COURSES		UNITS
BUSAD 100	Introduction to Business	3
BUSAD 103	Marketing Principles	3
BUSCAL 050	Quantitative Methods in Business	3
CIT 101	Introduction to Computer Literacy	3
ACCT 100	Introduction to Accounting I	4
	or	
BUSAD 108	Personal Finance	(3)
	or	
ECON 100	Introduction to Economics	(3)
CIT 031	Business English	3
	or	
ENGL 015	Preparation for College Writing	(4)
	or	
ENGL 101	Freshman Composition	(4)
SPEECH 100	Elements of Public Speaking	3
<b>Electives - Choose from the list of recommended courses</b>		<b>6</b>
<b>TOTAL UNITS</b>		<b>28</b>

RECOMMENDED COURSES		UNITS
BUSAD 105	Small Business Management	3
BUSAD 106	Principles of Selling	3
BUSAD 110	Human Resources Management	3
BUSAD 121	International Business	3
BUSAD 153	Introduction to Supervision	3
BUSAD 198	Business Administration Work Experience	3
BUSAD 200	Business Management	3
BUSAD 203	Marketing Management	3

## RETAIL MANAGEMENT CERTIFICATE

This certificate is designed to prepare students for entry-level work in the retail management field. Beginning as a clerk or cashier, the student can advance to assistant manager, manager, and upper management. There is no required sequence of courses, but it is recommended that students structure their schedule to move through three general levels of training and experiences. In the foundational courses, the students gain exposure to foundational courses in writing, speaking, math applications, and computer literacy. The second component of course offering covers specific business and management content. Lastly, the advanced topics include the retail specific courses and human relations topics.

**REQUIRED COURSES**

		<b>UNITS</b>
BUSAD 207	Business Communication	3
BUSCAL 050	Quantitative Methods in Business	3
CIT 101	Introduction to Computer Literacy	3

**Choose one of the following:**

SPEECH 100	Elements of Public Speaking	3
SPEECH 111	Interpersonal Communication	(3)
SPEECH 140	Small Group Discussion	(3)

**INTERMEDIATE COURSES**

BUSAD 103	Marketing Principles	3
BUSAD 200	Business Management	3

**Choose one of the following:**

ACCT 010	Bookkeeping	3
ACCT 100	Introduction to Accounting I	(4)
ACCT 200	Principles of Accounting	(4)

**ADVANCED COURSES**

BUSAD 110	Human Resources Management	3
BUSAD 112	Principles of Retailing	3
BUSAD 151	Human Relations	3

**TOTAL UNITS****30-31**