

Program Description

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

Campus
MOV, NOR, RIV

Award Type
AS, S

Career Opportunities

- Administrative Assistant
- Inventory Clerk
- Office Clerk
- Planning & Expediting Clerk
- Production Clerk

Wages

	Annual	Hourly
Administrative Assistant	\$42,908	\$22.34
Office Clerk	\$26,551	\$13.82
Inventory Clerk	\$22,110	\$11.51
Planning & Expediting Clerks	\$41,800	\$20.10
Production Clerk	\$41,800	\$20.10

Contact Information

Moreno Valley – (951) 571-6125
Norco – (951) 372-7067
Riverside – (951) 222-8551

BUSINESS ADMINISTRATION

AS524/CE524

GENERAL BUSINESS CONCENTRATION Certificate Program

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Intro. to Computer Information Systems	3
or		
CIS/CAT3	Computer Applications for Working Professionals	3

Major Concentration Requirements

12

In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units from one of the following concentrations:

Business Administration Major Core Requirements	18	
<u>Select another 12 units from the following:</u>	<u>12</u>	
ACC-1B	Principles of Accounting II	3
or		
ACC-38	Managerial Accounting	3
BUS-18B	Business Law II	3
BUS-40	International Business-Principles	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-80	Principles of Logistics	3
BUS-200	Work Experience	1-2-3-4
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3

NOTE: General Business is a concentration of the Business Administration program.

Accounting	Logistics Management
Banking and Finance	Management
Business	Marketing
Human Resources	Real Estate

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

Associate in Science Degree

The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. Note: A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

