

COLLEGE OF  
MARIN

# Business Administration

## Certificate



The general business curriculum provides students with skills and knowledge for employment in a variety of business related occupations, and/or the tools necessary to start their own business. The curriculum provides the opportunity to develop communication, interpersonal, leadership, and teamwork skills along with a solid understanding of the contemporary global business environment. Major requirements provide a strong foundation in business, and the program allows for flexibility in the elective offerings.

### Job Opportunities

WHAT JOBS ARE AVAILABLE IN THIS FIELD?	HOW MUCH DO THEY EARN?	HOW MANY PEOPLE CURRENTLY WORK IN THIS POSITION IN THE AREA?	HOW MANY NEW JOBS WILL OPEN BY 2022 IN THE AREA?	GROWTH INDICATOR
Sales and Related Occupations*	\$32,219-\$59,467 yearly	138,024	6,651	▲ Strong
First-Line Supervisors of Retail Sales Workers*	\$32,864-\$50,461 yearly	10,083	175	▲ Positive
Office Administrative Support Professions *	\$23,712-\$41,974 yearly	196,712	11,034	▲ Strong

Sales and related support workers sell goods for wholesalers or manufacturers to businesses or individuals and support the sales process. Work requires substantial knowledge of items sold and effective communication skills.

Supervisors of retail sales workers directly supervise and coordinate activities of retail sales workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

Business and Financial Operations workers perform administrative, financial, and managerial services across several industries which promote successful service, production and financial outcomes for an organization.

To explore these professions in more detail or find out about other growing professions, visit [oneline.org](http://oneline.org). The College of Marin Career and Technical Education department can be contacted at (415) 457-8811 x8200 for more information about this and other Workforce and Career Technical Education programs.

\* Labor data and potential median income sourced from Economic Modeling Specialists International ([www.economicmodeling.com](http://www.economicmodeling.com)) and includes the North Bay Region and San Francisco County. For more information about graduation rates, median debt of students who have completed the program, and other important information, visit our website at <http://www1.marin.edu/gainful-employment>

### Program

CERTIFICATE PROGRAM LENGTH	ESTIMATED TUITION AND FEES*	ESTIMATED BOOKS AND SUPPLIES*
Business Administration Certificate of Achievement 2 semesters, 25 units	\$1,258.00	\$1,500.00

\* These expenses may not reflect your actual cost to attend College of Marin. For information about opportunities for financial aid, please contact Enrollment Services at (415) 457-8811 Ext. 8822 or via email [admissions@marin.edu](mailto:admissions@marin.edu)

# Business Administration - Certificate of Achievement Projected Full-time Course Rotation

CLASS TITLE	COMPLETED	COURSE #	COURSE UNITS	SEMESTER OFFERED	DAYS OFFERED	TIME OF CLASS	REQUIRED FOR CERTIFICATE OR ASSOCIATE DEGREE <sup>1</sup>
<b>SEMESTER 1</b>			<b>(12)</b>				
Introduction to Business	<input type="checkbox"/>	BUS 101	3	Fall, Spring	M-R	Morning, Afternoon, Evening,	X
Marketing	<input type="checkbox"/>	BUS 124	3	Fall	N	Evening	X
Introduction to Computer Information Systems	<input type="checkbox"/>	CIS 110	3	Fall, Spring	M-R	Morning, Evening	X
Electives	<input type="checkbox"/>		3				X
<b>SEMESTER 2</b>			<b>(13)</b>				
Financial Accounting	<input type="checkbox"/>	BUS 112	4	Fall, Spring	M-R, S	Morning, Afternoon, Evening	X
Supervision and Management	<input type="checkbox"/>	BUS 150	3	Spring	M,W	Afternoon	X
Electives	<input type="checkbox"/>		6				X
<b>TOTAL</b>			<b>(25)</b>				
<b>ELECTIVES</b>			<b>(9 UNITS)</b>				
Business Law	<input type="checkbox"/>	BUS 107	3	Fall, Spring	M-R	Morning, Evening	or BUS 156
Introduction to International Business	<input type="checkbox"/>	BUS 108	3	Fall	M,W	Morning	
Managerial Accounting	<input type="checkbox"/>	BUS 113	5	Fall, Spring	M-R	Afternoon, Evening	
Applied Computerized Accounting	<input type="checkbox"/>	BUS 115	3	Fall, Spring	M	Evening	
Entrepreneurship	<input type="checkbox"/>	BUS 121	3	Fall	W	Afternoon	
Human Resource Management	<input type="checkbox"/>	BUS 132	3	Varies	Varies	Varies	
Human Relations in Business	<input type="checkbox"/>	BUS 134	3	Fall	R	Evening	
Business Communications	<input type="checkbox"/>	BUS 144	3	Spring, Fall	Online	Online	
Project Management	<input type="checkbox"/>	BUS 152	3	Fall	W	Evening	
Hospitality Law	<input type="checkbox"/>	BUS 156	3	Varies	Varies	Varies	or BUS 107
Introduction to MS Excel Spreadsheet Design	<input type="checkbox"/>	CIS 118	1.5	Fall, Spring	T,W	Afternoon, Evening	and CIS 128
Intermediate MS Excel Spreadsheet Design	<input type="checkbox"/>	CIS 128	1.5	Fall, Spring	T	Evening	and CIS 118
Principles of Macroeconomics	<input type="checkbox"/>	ECON 101	3	Fall	M-R	Morning, Evening	
Principles of Microeconomics	<input type="checkbox"/>	ECON 102	3	Fall	M-R	Afternoon, Evening	
Introduction to Speech Communication	<input type="checkbox"/>	SPCH 110	3	Spring, Summer	M-R	Morning, Afternoon, Evening	

<sup>1</sup> Associates Degree and requires completion of additional general education coursework. Please refer to the course catalog or consult your counselor for requirements.

For assistance with creating your educational plan and choosing the program that is right for you, stop in and see your counselor. To schedule an appointment, call the counseling office at (415) 485-9432.