
Specialized Associate Degree – Business

Objective: This program is designed to prepare the graduate to be a leader and decision maker in business and other organizations. The emphasis on entrepreneurship includes creating, financing, marketing and managing a business. Special emphasis is placed on the accounting essentials and the legal aspects in business. The classes will prepare the student for assumption of supervisory or management responsibility within an organization. This multi-disciplined program concentrates on critical thinking and decision-making skills with special emphasis on business management, software certifications, event and meeting planning, marketing, project management, leadership, and motivation. Other current topics include social media marketing, human resource management, e-commerce, and green business practices. A comprehensive 120-hour internship is included for those students who qualify. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The Specialized Associate Degree – Business program prepares the student for a variety of certifications from Microsoft, the Educational Institute of the American Hotel & Lodging Association (EI), and the National Bookkeepers Association (NBA).

Certificates: Convention Management and Service
Supervision in the Hospitality Industry

Certifications: Microsoft Office Specialist (MOS) in Word, Excel, Outlook, and PowerPoint
Certified Guest Service Professional
National Bookkeepers Association (NBA) payroll certification.

This program is designed to prepare graduates for employment in project management, office management, administrative management, guest service management, or entrepreneurship in a variety of career fields, as well as administrative specialists/assistants or administrative support positions.

Note: Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus Prometric/VUE Testing Center.

Empire College
3035 Cleveland Avenue
Santa Rosa, CA 95403
707-546-4000
www.empcol.edu

Empire College
Business – Law – Technology – Medical

Specialized Associate Degree – Business

Expected Educational Outcomes: Upon completing the Specialized Associate Degree - Business program, students will have demonstrated:

1. A working knowledge of entrepreneurship principles including the process to create, finance, market, and manage businesses or other organizations.
2. A comprehensive portfolio with a small business plan including online components.
3. An in-depth understanding of the software utilized in the business setting including word processing, spreadsheet, desktop publishing, Outlook, and presentations.
4. A competence in using language arts to produce professional documents and correspondence.
5. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills.
6. An understanding of ethical and professional practices and appropriate business etiquette.
7. An understanding of event, meeting, and convention planning.
8. A basic knowledge of the wine industry including grape growing, vocabulary, and wine tasting skills.
9. An ability to provide, express, and achieve exceptional service.
10. An understanding of payroll procedures to prepare for the NBA certification.
11. An understanding of the advanced software features of Word, Excel, Access, PowerPoint, and Outlook including Microsoft certification preparation.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

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Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr. Units	Class No.	Class Title	Hours	Qtr. Units
ACN160A	Fundamentals of Accounting IA	24	2.0	ENN200B	Business English IIB - Punctuation	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	ENN300A	Business Correspondence I	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0	ENN300B	Business Correspondence II	24	1.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	GBN101	Career Transitions	24	2.0
ACN180A	Payroll Accounting	24	2.0	GBN132A	Administration: Office Management	24	2.0
ACN180B	Payroll Certification Preparation	24	1.0	GBN132B	Administration: Records Management	24	2.0
BMN141	Math Review	24	1.0	GBN132C	Administration: Project Management	24	2.0
BMN142	Business Math	24	2.0	HMN105	Introduction to the California Wine Country	24	2.0
BMN143	Financial Math	24	2.0	HMN110	Convention Management	24	2.0
BMN195A	10-Key Keypad	24	1.0	HMN115	Meeting Planning	24	2.0
CMN127A	Beginning Keyboarding	24	1.0	HMN135	Event Planning for the Wine Country	24	2.0
CMN127B	Introduction to Word I	24	1.0	HMN145	Supervision in the Hospitality Industry	24	2.0
CMN127C	Introduction to Word II	24	1.0	HMN150	Marketing	24	2.0
CMN166A	Beginning Excel	24	1.0	HMN210	Certified Guest Service Professional	24	2.0
CMN166B	Intermediate Excel	24	1.0	LGN130A	Business Law I	24	2.0
CMN166C	Advanced Excel	24	1.0	LGN130B	Business Law II	24	2.0
CMN185A	QuickBooks Pro I	24	1.0	LGN130C	Business Law III	24	2.0
CMN185B	QuickBooks Pro II	24	1.0	LGN130D	Business Law IV	24	2.0
CMN186A	Publisher I	24	1.0	MNN230A	Entrepreneurship: Creating a Business	24	2.0
CMN186B	Publisher II	24	1.0	MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
CMN192A	Office: An Overview of Word and Excel	24	1.0	MNN230C	Entrepreneurship: Managing a Business	24	2.0
CMN192B	Office: An Overview of Access and PowerPoint	24	1.0	MNN330A*	Professional Development I- Internship	30	1.0
CMN310P	Comprehensive PowerPoint	24	1.0	MNN330B*	Professional Development II- Internship	30	1.0
CMN310W	Comprehensive Word	24	1.0	MNN330C*	Professional Development III- Internship	30	1.0
CMN320A	Word Certification Preparation	24	1.0	MNN330D*	Professional Development IV- Internship	30	1.0
CMN320B	Excel Certification Preparation	24	1.0	MNN331	Professional Portfolio Project	24	1.0
CMN320D	PowerPoint Certification Preparation	24	1.0	MNN335A	Presentation Skills	24	2.0
CMN320E	Outlook Certification Preparation	24	1.0	TRN137B	Tour Planning II	24	2.0
CSN225A	Electronic Messaging with Virus Protection	24	1.0				
ENN100A	Business English IA - Grammar	24	2.0				
ENN100B	Business English IB - Grammar	24	2.0				
ENN200A	Business English IIA - Punctuation	24	2.0				

* See eligibility requirements under "Class Descriptions" in the Course Catalog.

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Class No.	Class Title	Hours	Qtr. Units
General Education			
CMN100	Computer Literacy	24	1.0
ENN303A	Management Communica- tions I	24	2.0
ENN303B	Management Communica- tions II	24	2.0
GBN050	Information Literacy	24	2.0
GBN200A	Human Relations I	24	2.0
GBN200B	Human Relations II	24	2.0
GBN200C	Human Relations III	24	2.0
MAN101	Introduction to Algebra	24	2.0
PHN101A	Ethics in Technology and Society	<u>24</u>	<u>2.0</u>
	Program Total:	1680	106.0
	Total Weeks/Quarters:	84/7	

Keyboarding Speed Graduation Requirement:

40 NWPM