

Business Department

BUSINESS DEGREE AND CERTIFICATE PROGRAM

The Business program offers two degree options, an Associate in Arts in Business Administration and an Associate in Science in Business. Students may also obtain a Certificate of Achievement in Business Administration and Skills Certificates in Basic Business, Finance, Legal Studies, Management and Supervision, Marketing, Retail Management and Advanced Retail Management.

ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION

Major Code: 050100

Plan A

This degree program is designed to prepare students for transfer to a four year university Business program. Prospective students must consult a counselor to select the correct electives and general education courses for the university they plan to transfer to. The components of the degree are:

COMPONENT I	Business Core	23
COMPONENT II	Business Electives	9
COMPONENT III	Graduation Plan A	38
	Total	70

BUSINESS DEGREE MINIMUM 70

COMPONENT I: Business Core

The following courses are required of all majors:		
Course	Description	Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Bus 5	Business Law I	3
Co Info 1	Principles of Business Computer Systems 1	3
Co Info 23	Programming Lab	1
Econ 1	Principles of Economics I	3
Econ 2	Principles of Economics II	3
	Total	23

COMPONENT II: BUSINESS ELECTIVES

Choose a minimum of 9 units from the list below.		
Course	Description	Units
Acctg 3	Intermediate Accounting	3
Acctg 11	Cost Accounting	3
Acctg 15	Tax Accounting	3
Acctg 16	Tax Accounting II	3
Bus 1	Introduction to Business	3
Bus 6	Business Law II	3
Bus 32	Business Communications	3
*CAOT 2	Computer Keyboarding II	3
*CAOT 30	Office Procedures	3
*CAOT 84	Microcomputer Office Applications: Word Processing	3
*CAOT 85	Microcomputer Office Applications: Spreadsheets	3
*CAOT 86	Microcomputer Office Applications: Database	3
*CAOT 88	Microcomputer Office Applications: Desktop Publishing	3
Co Info 7	Introduction to Multimedia	3
With CIS23 or 64	Laboratory	1
Co Info 8	Microcomputer Applications	3
with CIS23 or 64	Laboratory	1
Co Info 14	Introduction to Computer Communications	3
Co Info 15	Database Programming	3
with CIS23 or 64	Laboratory	1
Co Info 16	Spreadsheet Applications	3
with CIS23 or 64	Laboratory	1
Co Info 21	Business Computer Programming	3
with CIS23 or 64	Laboratory	1
Co Info 24	Accounting on Microcomputers	2
Co Info 27	Business Programming in Java	3
with CIS23 or 64	Laboratory	1
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
INTL Bus 1	International Trade	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Mgmt 2	Organization & Management Theory	3
Mgmt 13	Small Business Entrepreneurship	3
Real Es 1	Real Estate Principles	3
Real Es 3	Real Estate Practice	3
Real Es 5	Legal Aspects of Real Estate	3
Real Es 7	Real Estate Finance	3
Real Es 9	Real Estate Appraisal I	3
Real Es 14	Property Management	3
Real Es 16	Income Tax Aspects of Real Estate	3
Real Es 18	Real Estate Investments I	3
Supv 1	Elements of Supervision	3

*CAOT is an abbreviation for Computer Applications and Office Technology.

Some courses not offered every semester or year

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS

Major Code: 050100

Plan B

The Business Associate in Science degree program is designed to meet the educational needs of employees, managers and business owners. This program qualifies the student for careers in business, government and other organizations. This is not a transfer degree. Students wishing to transfer should pursue the A.A. in Business Administration with the advice of a counselor.

To obtain an Associate in Science degree in Business, a student must complete the following three-component program:

COMPONENT I	Business Degree Core	25
COMPONENT I	Business Degree Electives	18
COMPONENT I	G.E. Requirements (Graduation Plan B)	18
	Total	61

COMPONENT I: The Business Degree Core

The Business Core must be completed by all degree candidates

Course	Description	Units
Acctg 1	Introductory Accounting I	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Bus 31	Business English	3
Bus 32	Business Communications	3
Bus 38	Business Computation	3
Bus 60	Keyboarding Fundamentals	1
Co Info 1	Principles of Business Computer Systems I	3
with Co Info 23	Programming Lab	1
	Minimum Units in Business Core	25

COMPONENT I: Business Degree Electives

The student should select a minimum of eighteen (18) units from this list

Course	Description	Units
Bus 6	Business Law II	3
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Int Bus 1	International Trade	3
Mgmt 2	Organization and Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations for Employees	3
Mgmt 33	Human Resources Management	3
Market 1	Principles of Selling	3
Market 31	Retail Merchandising	3
Market 21	Principles of Marketing	3

The student should select a minimum of eighteen (18) units from this list		
Course	Description	Units
Real Es 1	Real Estate Principles	3
Supv 1	Elements of Supervision	3

Some courses not offered every semester or year.

CERTIFICATE OF ACHIEVEMENT IN BUSINESS ADMINISTRATION CAREER

Major Code: 050100

The Business Administration Certificate of Achievement Program provides the student with a strong technical foundation for a wide variety of general entry level positions in the retail business, small business, as well as other organizations such as government agencies, education and industry. Units earned toward the certificate may be applied towards the A.A. in Business Administration or the A.S. degree in Business.

The Certificate is awarded upon completion of a minimum of 30 units selected from the courses listed below		
Course	Description	Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Bus 1	Introduction to Business	3
Bus 5	Business Law I	3
Bus 6	Business Law II	3
Bus 31	Business English	3
Bus 32	Business Communications	3
Bus 38	Business Computation	3
Bus 60	Keyboarding Fundamentals	1
Bus 31	Business English	3
Bus 32	Business Communications	3
*CAOT 84	Word Processing	3
Co Info 1	Principles of Business Computer Systems I	3
with Co Info 23	Programming Lab	1
Co Info 16	Spreadsheet Apps. for Microcomputers	3
with Co Info 23	Programming Lab	1
Co Info 24	Accounting on Microcomputers	2
Int Bus 1	International Trade	3
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Mgmt 2	Organization and Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations	3
Mgmt 33	Human Resource Management	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
Real Es 1	Real Estate Principles	3
Supv 1	Elements of Supervision	3

*CAOT is an abbreviation for Computer Applications and Office Technology.

Some courses not offered every semester or year.

SKILLS CERTIFICATES IN BUSINESS

Units earned for a Skills Certificate may be used toward the Associate in Arts in Business Administration, the Associate in Science in Business or the Certificate of Achievement in Business Administration.

REQUIRED COURSES		
Course	Description	Units
Acctg 1	Introductory Accounting I	5
Acctg 2	Introductory Accounting II	5
Bus 5	Business Law I	3
Co Info 1	Principles of Business Computer Systems I	3
with Co Info 23	Programming Lab	1
	Total	17

SKILLS CERTIFICATE IN FINANCE

REQUIRED COURSES		
Course	Description	Units
Acctg 1	Introductory Accounting I	5
Finance 2	Investments	3
Finance 8	Personal Finance and Investments	3
Real Es 7	Real Estate Finance	3
Real Es 9	Real Estate Appraisal 1	3
	Total	17

SKILLS CERTIFICATE IN LEGAL STUDIES

REQUIRED COURSES		
Course	Description	Units
Adm Jus 2	Concepts of Criminal Law	5
Bus 5	Business Law I	3
Bus 6	Business Law II	3
CAOT 23	Legal Secretarial Procedures I	3
Real Es 5	Legal Aspects of Real Estate	3
	Total	17

SKILLS CERTIFICATE IN MANAGEMENT AND SUPERVISION

REQUIRED COURSES		
Course	Description	Units
Mgmt 2	Organization & Management Theory	3
Mgmt 13	Small Business Management	3
Mgmt 31	Human Relations	3
Mgmt 33	Human Resources Management	3
Supv 1	Elements of Supervision	3
	Total	15

SKILLS CERTIFICATE IN MARKETING

REQUIRED COURSES		
Course	Description	Units
Bus 1	Introduction to Business	3
Int Bus 1	International Trade	3
Market 1	Principles of Selling	3
Market 21	Principles of Marketing	3
Market 31	Retail Merchandising	3
	Total	15

SKILLS CERTIFICATES IN RETAIL MANAGEMENT

The Retail Management Skills Certificates are a comprehensive program designed to prepare current and future retail employees for the challenges found in a competitive retail environment. Primary emphasis is to provide students with the essential business skills needed to develop a successful management career in retailing.

These certificates are endorsed by the Western Association of Food Chains (W AFC). This program is the product of years of collaboration between the food industry and the community college system in several states. This broad-based program will help students develop a clear sense of the scope of a management position and an understanding of the basic requirements for success, in order to be prepared to fill the numerous and varied management positions that become available.

Units earned toward the Skills Certificates may be applied to the Associate in Arts in Business Administration or the Associate in Science in Business. Many courses are transferable to 4 year universities.

SKILLS CERTIFICATE IN RETAIL MANAGEMENT

Course	Description	Units
Bus 32	Business Communications	3
Bus 38*	Business Computations	3
Mgmt 2	Organization & Management Theory	3
Mgmt 31	Human Relations	3
Market 21	Principles of Marketing	3
	Total	15

*NOTE: Math 123A or higher level math class can substitute for Business 038

SKILLS CERTIFICATE IN ADVANCED RETAIL MANAGEMENT

Course	Description	Units
Acctg 1	Introductory Accounting I	5
or		
Co Info 1	Principles of Business Computer Systems I	3
Mgmt 33	Human Resources Management	3
Market 31	Retail Merchandising	3
Speech 101	Oral Communications	3
or		

Course	Description	Units
Speech 103	Business and Professional Speaking	3
	Total	15 to 17
Some courses not offered every semester or year.		
For information on SLOs for this program, go to: http://www.lahc.edu/slo/program.html		