

BUSINESS

The Business Administration Department offers a variety of courses in business which allows a student to comply with the lower-division requirements for transfer to university level programs. Courses are also offered which allow the student to prepare for career entry-level positions and for upgrading of job skills for the already career-oriented student.

Students planning to transfer with a Business major should select their courses with the assistance of a counselor since each transfer institution has unique requirements.

Career Opportunities

Positions from entry-level to mid-management may be reasonable expectations upon completion of either the Degree or the Certificate programs in the fields of retailing, merchandising, service-related businesses, bookkeeping, and manufacturing firms. Some possible position titles include:

Accounting Clerk/Bookkeeper Administrative Assistant Department Manager, Human Resource Manager, Marketing Manager, Merchandise Buyer, Merchandise Manager, Office Manager, Purchasing Management, Salesperson, and Store Manager.

Programs of Study

- Business, AS (<https://catalog.vvc.edu/degrees-certificates/business/business-as/>)

Program Learning Outcomes

Program Learning Outcomes (PLOs) are statements of the kind of learning a program hopes a student will achieve. The PLOs describe the knowledge, skills, problem-solving, communication and values that apply to all certificates and/or degrees within that program.

Upon completion of this program, students should be able to:

- a. Demonstrate the ability to effectively communicate business information in a clear, concise, and well-organized manner through written documents, oral presentations, and use of technology.
- b. Identify and increase their knowledge and skill requirements for their area of business interest.