

# 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.

## Business, AS

**State Control Number:** 37067

**Program Code:** BUSN.AS

**Approved for Federal Financial Aid:** Yes

Students may earn an Associate in Science degree with a major in Business by completing a minimum of 18 units from any blend of courses offered in the departments of Business Administration, Business Education Technologies, and Business Real Estate and Escrow or from any courses offered for a certificate in those programs.

To earn this degree, complete the major coursework with "C" grades or better and all of the following graduation requirements: 60 minimum degree-applicable units (including a maximum 4 units of activity); 2.0 minimum overall GPA; 12 degree-applicable units through VVC; Information Competency; Global Citizenship; Kinesiology, and the VVC General Education pattern (<https://catalog.vvc.edu/degrees-certificates/vvcge/#vvcge>). Courses may count in one area only, either in the major or in a general education category. Courses counted in one AA/AS major may not be used in another AA/AS major.

Code	Title	Units
<b>Required Courses</b>		
Select 18 units from the following:		18.0
ALDH 80	Pharmacology	
ALDH 81	Medical Insurance	
ALDH 82	Medical Office Procedures	
ALDH 139	Medical Terminology	
CIS 101	Computer Literacy	
ECON 101	Principles of Economics: Macro	
ECON 102	Principles of Economics: Micro	
MATH 105	College Algebra <sup>3</sup>	
MATH 120	Introduction to Statistics	

Code	Title	Units
Students may also select any Business Administration (BADM), Business Education Technology (BET), or Business Real Estate (BRE) courses <sup>1</sup>		
<b>Total Units</b>		<b>18</b>

<sup>1</sup> Except BADM 138 Cooperative Education Business Administration, BET 138 Cooperative Education Business Education Technology, or BRE 138 Cooperative Education Business Real Estate.

Students may wish to consider majoring in Business Administration, Business Education Technologies, or Business Real Estate and Escrow rather than general Business, in order to assure a stronger curriculum base.

## 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:

1. 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.
2. Identify and increase their knowledge and skill requirements for their area of business interest.