

Definition

A wide variety of business courses are offered for both the transfer and non-transfer student. First- and second-year transferable courses are available for the student who is preparing for a four-year degree. Certificate and associate degree programs are offered for all students who desire to upgrade their business skills.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

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John Berry	2079
Somil Choudhary	2217
Violet Christopher	2965
Hong “Ryan” Doan	2378
Lawrence Hales	2336
Chuck Kokoska	2284
Dan Ledbetter	2142
Lela Lemell	2243
Gail Lofdahl	2658
Robert Plunkett	2262
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Larry Veres	2910
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Program Description

The Business program offers students the opportunity to recognize and respond to changing economic conditions within the business environment that determine how goods and services are produced, distributed, and consumed in a society. Students will gain the skills and knowledge needed to work within an economic system that rewards firms for their ability to perceive and serve the needs and demands of consumers.

Studies in the Business program seek to continue creating strategies that allow companies to grow and compete in today’s interactive marketplace by understanding how the private enterprise system encourages competition and innovation while preserving business ethics.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Transfer Students:
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree.

Certificate Program

General Business

The following courses (30-34 units) are required for the Business certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in office management, sales, customer service, or human resources, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Business certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

Required Courses:	units
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics or MATH 115, Statistics or MATH 125, Math for Business and Economics	3-5
BUS 111, Business English	3
BUS 113, Business Communications	3
BUS 201, Business Law	3
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Information Science	3-4

ECON 101, Principles of Macroeconomics or ECON 102, Principles of Microeconomics	3
Program Electives	6
Total	30-34

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:	units
Select six units from the following program electives.	
ACCT 113, Bookkeeping II	3
ACCT 115, Payroll Bookkeeping	3
BUS 199, Occupational Work Experience	1-8
BUS 203, Business Law	3
BUS 212, Women in Organizations	3
CA 111, Word Processing—Microsoft Word	3
CA 121, Microcomputer Spreadsheets	3
CIS 101, Introduction to Computer Information Science	3
ECON 102, Principles of Microeconomics	3
ECON 110, Economics of the Underclass	3
MGT 101, Management Principles	3
MGT 105, Elements of Supervision	3
MKTG 101, Principles of Marketing	3
OT 101, Beginning Computer Keyboarding	3
RE 101, Real Estate Principles	3

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Associate Degrees

General Business

The requirements for an associate degree in General Business may be satisfied by completing the General Business certificate, 21 units of general education requirements, and sufficient elective credits to total 60-64 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas

such as marketing, purchasing, retail, sales, customer service, accounting, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
First Semester	units
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics or MATH 115, Statistics or MATH 125, Math for Business and Economics	3-5
BUS 111, Business English	3
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to CIS	3-4
Course from GE requirement Area B	3
Total	15-18
Second Semester	units
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
Course from GE requirement Area C	3
Course from GE requirement Area D1	3
Course from GE requirement Area D2	3
Program Elective	3
Total	15-16
Third Semester	units
BUS 113, Business Communications	3
BUS 201, Business Law	3
ECON 101, Principles of Macroeconomics or ECON 102, Principles of Microeconomics	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Elective	3
Total	15
Fourth Semester	units
Course from GE requirement Area A	3
Course from GE requirement Area E	3
Program elective	3
Electives	6
Total	15

Degree Total 60-64

Program Electives:

Please refer to the Program Electives listed under the certificate program.

Business Administration

This major is for the business student who intends to complete the associate degree and transfer to a four-year institution.

A maximum of 6 pass/no pass units will be accepted for this degree. A minimum of 9 units from this degree must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

The requirements for an associate degree in Business Administration may be satisfied by completing the required core lower-division Business Administration courses (24-26 units), 21 units of general education requirements, and sufficient elective credits to total 61-62 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas such as marketing, advertising, purchasing, retail, retail management, sales, sales management, human resources, customer service, accounting, communication, financial administration, operations, project management, health services administration, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Required Courses:	units
ACCT 201, Financial Accounting	4
ACCT 205, Managerial Accounting	4
BUS 201, Business Law	3

CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Introduction to Computer Information Science	3-4
ECON 101, Principles of Macroeconomics	3
ECON 102, Principles of Microeconomics	3
MATH 125, Math for Business and Economics or MATH 150, Calculus and Analytic Geometry or MATH 115, Statistics	4-5
Total	24-26

Recommended Plan of Study

First Semester	units
ECON 101, Principles of Macroeconomics	3
Course from GE requirement Area D1	3
Course from GE requirement Area D2	3
Elective	3
Total	12

Second Semester	units
ECON 102, Principles of Microeconomics	3
MATH 125, Math for Business and Economics or MATH 150, Calculus and Analytic Geometry or MATH 115, Statistics	4-5
Course from GE requirement Area A	3
Electives	6
Total	16-17

Third Semester	units
ACCT 201, Financial Accounting	4
BUS 201, Business Law	3
Course from GE requirement Area B	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Elective	3
Total	16

Fourth Semester	units
ACCT 205, Managerial Accounting	4
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Introduction to Computer Information Science	3-4
Course from GE requirement Area C	3
Course from GE requirement Area E	3
Elective	3
Total	16-17

Degree Total 61-62

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

Business Courses

BUS 101 *INTRODUCTION TO BUSINESS

3 units

3 hours weekly

Advisory: Eligibility for College Level Reading and ENGL 099.

This course is an introduction to the organization, principles, and practices of business as it operates within the current economic and governmental environment. (CSU, AVC)

BUS 105 *BUSINESS MATHEMATICS

3 units

3 hours weekly

Advisory: Eligibility for READ 099 and MATH 070.

Business Mathematics presents the basic principles of mathematics used in business operations. This course applies mathematics to daily business experiences and includes practical application of equations, formulas, and arithmetic processes essential to business. (AVC)

BUS 111 *BUSINESS ENGLISH

3 units

3 hours weekly

Advisory: Eligibility for ENGL 099 and READ 099.

This course presents the principles of effective written and spoken communication styles applicable to business or professional careers. Business English is a comprehensive review and reinforcement of the fundamentals of English grammar and style, punctuation, word usage, vocabulary, writing mechanics, and sentence, paragraph, and business document construction. (AVC) (R1)

BUS 113 *BUSINESS COMMUNICATIONS

3 units

3 hours weekly

Prerequisite: Completion of ENGL 101.

Advisory: Completion of BUS 111.

This course presents the principles and techniques of effective written and oral business communications in a global environment. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, presentations, and collaborative projects, while developing critical research and thinking skills. Social media applications used in the workplace are explored. Basic computer keyboarding and word processing skills are highly recommended. (CSU, AVC)

BUS 121 *INVESTMENT FUNDAMENTALS

3 units

3 hours weekly

Advisory: Eligibility for College Level Reading, ENGL 101 and MATH 070.

This course provides an introduction to the principles of investments and money management. It will introduce students to personal finance practices, the variety of assets an individual investor may accumulate, their institutional settings and valuation with primary focus on stocks, bonds, and mutual funds as wealth accumulation instruments. (CSU, AVC)

BUS 199 *OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

BUS 201 *BUSINESS LAW

3 units

3 hours weekly

Advisory: Eligibility for College Level Reading and ENGL 101.

This course presents an examination of our commercial environment. Includes analysis of the historical development leading into our contemporary institutions and processes. Contracts, sales, Uniform Commercial Code and negotiable instruments are emphasized. Students will be challenged in areas of critical analysis, logic and reasoning. (CSU, UC, AVC)

BUS 203 *BUSINESS LAW

3 units

3 hours weekly

Advisory: *Completion of BUS 201, and Eligibility for College Level Reading and ENGL 101.*

This course examines our commercial environment, including the law of property, wills, estates, trusts, the various forms of business organization, creditor's rights, secured transactions, bankruptcy, securities along with securities regulation, international law and government regulation of business. Students will be challenged in areas of critical analysis, logic and reasoning. (CSU, UC, AVC)

BUS 212 *WOMEN IN ORGANIZATIONS

3 units

3 hours weekly

Advisory: *Eligibility for College Level Reading and ENGL 101.*

This transfer-level course is designed to identify and compare differences in gender communication and workplace diversity in an organizational setting. Awareness of the differences in both genders is emphasized to improve interaction between genders in business settings. The effects of gender communication and workplace diversity on the specific ethnic groups of African American, Asian American, Latino, and Native American women are examined. Special emphasis is placed on how gender impacts the outlook regarding work in organizations, the differences in work/life prioritization, and evaluation of work performance based on gender-specific criteria. The course will evaluate the role of women in such areas as enhanced employee relations, goal setting, networking, competing, sexism, mentoring, and career leadership planning. (CSU, AVC)