# IMPERIAL VALLEY COLLEGE 2011-2012 GENERAL CATALOG - CERTIFICATE AND MAJOR PROGRAMS

#### **CERTIFICATE PROGRAM**

## **BUSINESS MANAGEMENT CERTIFICATE**

The Business Management program provides students with education and training needed for entry level supervisory and management positions in areas such as government, retail, banking, and hospitality. These positions require students who are mature, adaptable, analytical, and who have good organizational and communication skills. Students who intend to pursue a four-year business degree should follow the Business Administration major.

ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

Twenty-five (25) units required for the certificate.

## I. Required courses for the certificate

BUS	124	Introduction to Business	3.0
BUS	126	Bus & the Legal Environment	3.0
BUS/AG	132	Business Management	3.0
BUS	210	Prin of Financial Accounting	4.0
BUS	260	Business Communications	3.0
CIS	101	Intro to Information Systems	3.0

## II. Acceptable courses for the certificate (minimum of six units from the following courses)

BUS	010	Practical Accounting	3.0
BUS	060	Essentials of Workplace Corres	3.0
BUS	134	Management Concepts of Supervision	3.0
BUS	136	Human Relations in Mgmt	3.0
BUS	140	Business Retailing	3.0
BUS	142	Practical Salesmanship	3.0
BUS	144	Principles of Marketing	3.0
BUS	148	Personal Finance	3.0
BUS	220	Prin of Managerial Accounting	4.0
CIS	102	Computer Applications Laboratory	1.0
CIS	108	Computer Accounting	3.0
CIS	124	Excel I	1.0
CIS	125	Excel II	1.0
<b>ECON</b>	101	Intro to Microeconomics	3.0
<b>ECON</b>	102	Intro to Macroeconomics	3.0
WE	201	Employment Readiness	1.0
WE	220	Internship	1.0

#### ASSOCIATE DEGREE PROGRAM

#### **BUSINESS MANAGEMENT MAJOR - A.S. DEGREE**

The Business Management program provides students with education and training needed for entry level supervisory and management positions in areas such as government, retail, banking, and hospitality. These positions require students who are mature, adaptable, analytical, and who have good organizational and communication skills. Students who intend to pursue a four-year business degree should follow the Business Administration major.

ALL REQUIRED COURSES FOR THIS MAJOR MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER.

## Twenty-five (25) units required for the major.

## I. Required courses for the major

BUS	124	Introduction to Business	3.0
BUS	126	Bus & the Legal Environment	3.0
BUS/AG	132	Business Management	3.0
BUS	210	Prin of Financial Accounting	4.0
BUS	260	Business Communications	3.0
CIS	101	Intro to Information Systems	3.0

## II. Acceptable courses for the major (minimum of six units from the following courses)

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BUS	010	Practical Accounting	3.0
BUS	060	Essentials of Workplace Corres	3.0
BUS	134	Management Concepts of Supervision	3.0
BUS	136	Human Relations in Mgmt	3.0
BUS	140	Business Retailing	3.0
BUS	142	Practical Salesmanship	3.0
BUS	144	Principles of Marketing	3.0
BUS	148	Personal Finance	3.0
BUS	220	Prin of Managerial Accounting	4.0
CIS	102	Computer Applications Laboratory	1.0
CIS	108	Computer Accounting	3.0
CIS	124	Excel I	1.0
CIS	125	Excel II	1.0
ECON	101	Intro to Micro Economics	3.0
ECON	102	Intro to Macro Economics	3.0
WE	201	Employment Readiness	1.0
WE	220	Internship	1.0

REFERENCE: IVCMajsCrtsShts1112 - CLee 07/11/11