BUSINESS FINANCIAL SERVICES

DEGREES, CERTIFICATES AND AWARDS
Associate in Science Degree (A.S.)
Certificate of Achievement

DESCRIPTION
Business Administration programs at IVC, both at the associate degree and certificate of achievement levels, prepare the student by offering courses that allow students opportunities to acquire practical skills, technical knowledge and experience in a variety of fields. The fields of study available are: Business Administration for transfer, Accounting Technician, Administrative Assistant, Financial Services, Management, Marketing and Office Technician. These programs introduce the student to the world of commercial transactions, which occur in the distribution of resources in our American economic system.

The Business Financial Services program provides students with education and training needed for entry level positions in the banking and finance industry. 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.

PROGRAM LEARNING OUTCOMES
1. Analyze legal cases and web information sources and effectively communicate the results.
2. Illustrate basic economic models and use those models to analyze data and reach reasoned conclusions.
3. Show understanding of accounting information for use in decision-making, controlling, planning and directing operations.

ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT PROGRAMS
The Associate in Arts (AA) or the Associate in Science (AS) Degree involves satisfactory completion of a minimum of 60 semester units with a C average or higher, including grades of C in all courses required for the major, and fulfillment of all IVC district requirements for the associate's degree along with all general education requirements. The degree provides a sound basis for transfer to upper division institutions for additional degrees or for higher vocational preparation. To be eligible to receive an Associate Degree the student must complete the requirements for the major, the District requirements for an Associate Degree, and the General Education requirements. In addition students must maintain a minimum grade point average and meet the minimum grade requirements of their program. Detailed information is available in the college catalog.

The Certificate of Achievement program is designed for students with personal or occupational goals who wish early employment. To qualify for the Certificate, a student must satisfy the following requirements: (1) complete all courses listed for a particular certificate.; (2) achieve a “C” average (2.0 GPA) for all courses used to complete the certificate; and, (3) file a Certificate Application form with Admissions and Records by the appropriate deadline(s) identified on the application.

CAREER OPPORTUNITIES
Of the career opportunities identified many will usually require the completion of degree requirements at 4-year colleges and universities.

- Controller
- County Treasurer
- Auditor
- Economic Analyst
- Escrow Officer
- Estate Planner
- Finance Administrator
- Financial Consultant
- Financial Operations Officer
- Financial Planner
- Financial Statistician
- Insurance Examiner
- Loan Officer
- Securities Analyst
- Treasurer
- Public Administration
- Health Administration

Gainful Employment: Federal regulations require institutions to provide students with Gainful Employment information for specific certificate programs offered at IVC. Please click on our Programs of Study link to view the information for each certificate program: http://www.imperial.edu/courses-and-programs/programs-of-study/

TRANSFER PREPARATION
Courses that fulfill major requirements for an associate degree at Imperial Valley College may not be the same as those required for completing the major at a transfer institution offering a bachelor's degree. Students who plan to transfer to a four-year college or university should schedule an appointment with an IVC Counselor to develop a student education plan (SEP) before beginning their program.

Transfer Resources:
www.ASSIST.org – CSU and UC Articulation Agreements and Majors Search Engine
www.CSU Mentor.edu – CSU System Information
www.universityofcalifornia.edu/admissions/index.html – UC System Information
www.aiccu.edu – California Independent Colleges and Universities, Association of
http://wiche.edu/wue – Western Undergraduate Exchange Programs

FINANCIAL AID
Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that IVC offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers (we do not participate in the federal loan programs). These programs are available to both full and part time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information: www.imperial.edu/students/financial-aid-and-scholarships/
ASSOCIATE DEGREE PROGRAM

BUSINESS FINANCIAL SERVICES MAJOR – A.S. DEGREE
Twenty-five (25.0) units required for the major.

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

I. Required courses for the major (22.0 units)
   - BUS 124 Introduction to Business 3.0
   - BUS 126 Business and the Legal Environment 3.0
   - BUS/AG 132 Business Management 3.0
   - BUS 210 Principles of Financial Accounting 4.0
   - BUS 260 Business Communications 3.0
   - CIS 101 Introduction to Information Systems 3.0
   - ECON 102 Introduction to Micro Economics 3.0

II. Acceptable courses for the major (minimum of 3.0 units from the following):
   - BUS 010 Practical Accounting (3.0)
   - BUS 063 Essentials in Workplace Communication (3.0)
   - BUS 148 Personal Finance (3.0)
   - BUS 220 Principles 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 Introduction to Micro Economics (3.0)
   - WE 201 Employment Readiness (1.0)
   - WE 220 Internship (1.0)

* Highly recommended for this major

Total Major Units 25.0
IVC Graduation Requirements and GE Pattern: 30.0
Electives (as needed to reach 60 degree applicable units)
Total Maximum Units: 60.0

CERTIFICATE PROGRAM

BUSINESS FINANCIAL SERVICES CERTIFICATE
Twenty-five (25.0) units required for the certificate.

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

I. Required courses for the certificate (22.0 units)
   - BUS 124 Introduction to Business 3.0
   - BUS 126 Business and the Legal Environment 3.0
   - BUS/AG 132 Business Management 3.0
   - BUS 210 Principles of Financial Accounting 4.0
   - BUS 260 Business Communications 3.0
   - CIS 101 Introduction to Information Systems 3.0
   - ECON 102 Introduction to Micro Economics 3.0

II. Acceptable courses for the certificate (minimum of 3.0 units from the following):
   - BUS 010 Practical Accounting (3.0)
   - BUS 063 Essentials in Workplace Communication (3.0)
   - BUS 148 Personal Finance (3.0)
   - BUS 220 Principles 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 Introduction to Micro Economics (3.0)
   - WE 201 Employment Readiness (1.0)
   - WE 220 Internship (1.0)

* Highly recommended for this major

Total Certificate Units 25.0
Total Maximum Units: 25.0