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 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.

PROGRAM LEARNING OUTCOMES

1. Evaluate business data and reach reasoned conclusions.
2. Show understanding of accounting information for use in decision-making, controlling, planning and directing operations.
3. Demonstrate an ability to productively work as a team member with people of diverse experiences and backgrounds.

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.

- Human Resources Manager
- Industrial Relations Manager
- Labor Negotiator
- Manpower Planning Specialist
- Personnel Analyst
- Personnel Manager
- Recruitment Manager
- Management and Business Consultant
- Import/Export Operations Manager
- Management Information Systems Manager
- Operations Manager
- Organization Development Consultant
- Management Systems Consultant
- Work Design Analyst
- Management Analyst
- Small Business Owner
- Banking Manager
- Management Consultant
- Information Systems Manager
- Operations Manager
- Production Manager
- Safety Manager
- Systems Manager
- Warehouse Manager
- Quality Control Manager
- Information Systems Manager
- Management Consultant
- Information Systems Manager
- Operations Manager
- Production Manager
- Safety Manager
- Systems Manager
- Warehouse Manager
- Quality Control Manager

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/

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 MANAGEMENT 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 (19.0 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

II. Acceptable courses for the major (minimum of 6.0 units from the following courses)
   - BUS 063 Essentials in Workplace Communication (3.0)
   - BUS 100 Practical Accounting (3.0)
   - BUS 134 Management Concepts of Supervision (3.0)
   - BUS 136 Human Relations in Management (3.0)
   - BUS 144 Principals of Marketing (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 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)

Total Major Units 25.0

CERTIFICATE PROGRAM

BUSINESS MANAGEMENT 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 (19.0 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 Intro to Information Systems 3.0

II. Acceptable courses for the certificate (minimum of 6.0 units from the following courses)
   - BUS 063 Essentials in Workplace Communication (3.0)
   - BUS 100 Practical Accounting (3.0)
   - BUS 134 Management Concepts of Supervision (3.0)
   - BUS 136 Human Relations in Management (3.0)
   - BUS 144 Principals of Marketing (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 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)

Total Certificate Units 25.0