

# BUSINESS ADMINISTRATION (Transfer)

## LONG BEACH CITY COLLEGE Curriculum Guide for Academic Year 2009-2010 Certificate of Achievement and/or Associate in Arts

ALL THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: <http://osca.lbcc.edu>

### CAREER OPPORTUNITIES

This field of concentration allows students to earn the Associate Degree while partially preparing them for transfer into the business administration major at a university. In addition, it prepares the student for an entry-level position in any business office.

This Certificate of Achievement will prepare students for an entry level position in a variety of business settings and will serve as a foundation for specialization.

This Associate Degree will prepare students for career advancement once a certificate has been earned. Appropriate course selection will also facilitate transfer in a related major.

### DEPARTMENTAL ADMISSION REQUIREMENTS

None. For more departmental information call (562) 938-4328, or go to the department website @ <http://business.lbcc.edu>

#### REQUIRED COURSES

|    |           | UNITS                                 | In Progress | Completed Grade |
|----|-----------|---------------------------------------|-------------|-----------------|
|    | ACCTG 1A  | Principles of Accounting (F, SP, S)   | 4           |                 |
| †  | ACCTG 1B  | Principles of Accounting (F, SP)      | 4           |                 |
| †* | ECON 1A-B | Principles of Economics (Macro/Micro) | 3:3         |                 |
|    | LAW 18A   | Business Law (F, SP, S)               | 3           |                 |

#### Select ONE of the following options:

|   |           |  |   |  |
|---|-----------|--|---|--|
|   | CAOTC 34  | Intro To Computers and Applications (F, SP, S) | 3 |  |
|   | CBIS 8B   | Visual BASIC Programming                       | 4 |  |
| † | CBIS 208B | Advanced Visual BASIC Programming              | 4 |  |
|   | CBIS 6B   | Intermediate Business Applications             | 3 |  |
|   | CBIS 6 A  | Intro to IT Concepts and Applications          | 4 |  |

#### Select ONE of the following courses:

|    |         |                         |   |  |
|----|---------|-------------------------|---|--|
| †* | MATH 37 | Finite Mathematics      | 3 |  |
| †* | MATH 47 | Calculus for Business   | 3 |  |
| †* | MATH 50 | Precalculus Mathematics | 5 |  |
| †* | MATH 60 | First Calculus Course   | 5 |  |

#### TOTAL UNITS

23-26

#### RECOMMENDED courses but not required:

|    |          |  |   |  |
|----|----------|--|---|--|
|    | CAOTO 15 | Business Communications (F, SP, S)     | 3 |  |
| †  | CBIS 36  | Systems Analysis and Design (SP)       | 3 |  |
|    | GBUS 5   | Introduction to Business (F, SP, S)    | 3 |  |
|    | IBUS 1   | Intro to International Business(F, SP) | 3 |  |
|    | LAW 18B  | Business Law (F, SP)                   | 3 |  |
| *  | PHIL 7   | Introduction to Ethics                 | 3 |  |
| *  | PHIL 12  | Introduction to Logic                  | 3 |  |
| †* | STAT 1   | Elementary Statistics                  | 3 |  |

## LEGEND

† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "P" grade (see catalog or schedule of classes).

\* This course is an exception to the "double-counting" rule; it may be double-counted.

(SP = Spring) (S = Summer) (F = Fall) (INF = Infrequently) = Represents general frequency of course offering

## GRADUATION REQUIREMENTS

### For **CERTIFICATE OF ACHIEVEMENT:**

This certificate is a one to two year program in occupational/technical areas at Long Beach City College which provides training in job skills and employment opportunities. Complete the required units with a minimum grade of "C" in each. Please submit completed certificate application to the Admissions and Records Office during the final semester of course work. Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

### For **ASSOCIATE IN ARTS DEGREE:**

The Associate Degree is a two-year college degree awarded by Long Beach City College which includes general education courses and a major. In addition to the requirements for this Certificate of Achievement, complete the A. A. degree requirements specified in the catalog. The requirements for general education/proficiency and the field of concentration need to be from the same catalog year. This catalog year may be between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

**NOTE:** To receive a certificate or degree you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

***Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website ([www.assist.org](http://www.assist.org)) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. If you need to set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562)938-4561 or PCC (562)938-3920.***