

# BUSINESS GENERAL

## LONG BEACH CITY COLLEGE Curriculum Guide for Academic Year 2008-09 Certificate of Achievement and/or Associate in Arts

ALL 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 is designed to acquaint the student with the business world in general. With additional course work, it can prepare students for either employment or further education. Students with definite career/educational goals are recommended to follow the appropriate curriculum guide for their specific field of concentration, such as Accounting or Business Administration (transfer).

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.

#### REQUIRED COURSES

		UNITS	In Progress	Completed Grade
GBUS 5	Introduction to Business (F, SP, S)	3		
GBUS 251	Business Mathematics (F, SP)	3		
LAW 18A	Business Law (F, SP, S)	3		
MGMT 49A	Introduction to Management (F, SP)	3		
MKTG 47	Essentials of Marketing (F, SP)	3		
<b>Subtotal Units</b>		<b>15</b>		

#### Select **ONE** of the following courses:

ACCTG 1A	Principles of Accounting (F, SP, S)	4		
ACCTG 200A	Introduction to Accounting (F, SP, S)	3		
<b>Subtotal Units</b>		<b>3-4</b>		

#### Select **ONE** of the following courses:

CBIS 6A	Intro to IT Concepts and Applications	4		
CAOTC 34	Intro to Computers and Applications	3		
<b>Subtotal units</b>		<b>3-4</b>		

#### TOTAL UNITS

**21-23**

#### Recommended courses not required:

† ACCTG 1B	Principles of Accounting (F, SP)	4		
† ACCTG 228	Computerized Gen Ledger Account Systems (F, SP)	2		
† ACCTG 229	Spreadsheet Accounting (F, SP)	3		
ACCTG 400	Personal Finance Management (F, SP)	3		
CAOTO 15	Business Communications (F, SP)	3		
CAOTO 261	Business English (F, SP, S)	3		
♦ GBUS 273AD	Work Experience – Business, General (F, SP)	4		
IBUS 1	Intro to International Business (F, SP)	3		
LAW 18B	Business Law (F, SP)	3		
MGMT 80	Small Business Entrepreneurship (F, SP)	3		
MKTG 40	Salesmanship (F, SP)	3		

## LEGEND

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

♦ This course has a co-requisite - Enrollment for semester must total at least 7 units including this course.

(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 course and a minimum grade point average of 2.5. Submit a completed application for the Certificate in 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 the 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 any year 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. To set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562)938-4561 or PCC (562)938-3920.***