

BUSINESS MANAGEMENT

LONG BEACH CITY COLLEGE

Curriculum Guide for Academic Year 2010-2011 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

The certificate and degree programs prepare students for a wide range of entry and mid-level positions in business management. Students can enhance their skills in management by studying the internal and external forces that affect all organizations. With additional courses identified on a transfer curriculum guide for Business Administration, students can prepare for a baccalaureate degree in this field.

DEPARTMENTAL ADMISSION REQUIREMENTS

None. For more departmental information call (562) 938-4328 or go to the department website @ [HTTP://Business.lbcc.edu](http://Business.lbcc.edu).

**The required Classes are listed in the recommended sequence

REQUIRED COURSES

		UNITS	In Progress	Completed Grade
1.	MGMT 49 A Introduction to Management (F, SP)	3		
2.	MGMT 49 B Human Resources Management (F, SP)	3		
3.	MGMT 80 Small Business Entrepreneurship (F, SP, S)	3		
4.	MGMT 58 Leadership and Supervision (F)	3		
5.	MGMT 60 Management & Organizational Behavior (F, SP)	3		
Subtotal Units		15		

Select **ONE (1)** course from the following:

	GBUS 5 Introduction to Business (F, SP, S)	3		
	LAW 18A Law (F, SP, S)	3		
	MKTG 47 Essentials of Marketing (F, SP)	3		
Subtotal Units		3		

TOTAL UNITS

18

RECOMMENDED but not required courses:

	ACCTG 1A Principles of Accounting (F, SP, S)	4		
†	ACCTG 1B Principles of Accounting (F, SP)	4		
	ACCTG 200A Introduction to Accounting	3		
	ACCTG 400 Personal Financial Management (F, SP)	3		
	CAOTC 34 Introduction to Computers and Applications (F, SP, S)	3		
	CAOTO 15 Business Communications (F, SP, S)	3		
	CBIS 6A Introduction to IT Concepts & Applications (F, SP, S)	4		
*	ECON 1A-1B Macro & Micro Economic Analysis	3:3		
	MKTG 40 Salesmanship (F, SP)	3		
	MKTG 41 Marketing Communications (F, SP)	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.

♦ 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 and a minimum grade point average of 2.5. 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 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) 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.