BUSINESS

The Business Department at Ventura College offers a wide range of programs, degrees, certificates, and proficiency awards in Accounting, Bookkeeping, Business Management, Business Administration for Transfer, Social Media Marketing, Administrative Assistant, Medical Assistant, and Business Office Skills. These programs lead to career opportunities in a variety of industries. Coursework in the business program prepares students for baccalaureate transfer, career entry, and growth into managerial positions. In addition, students can select from an array of courses that will provide an entrepreneurial foundation to help them start their own business. Many of the degrees and certificates build upon each other, so that students can complete multiple awards by taking a few additional courses, as well as enrich their professional portfolio.

The Medical Assistant Program assists students in developing the skills needed for a career as a medical assistant, trained in either administrative (front office) or clinical (back office) skills or both. This comprehensive program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills that lead to success in working in a variety of healthcare settings. Jobs in this field include, front office medical assistant, medical secretary, back office medical assistant, entry level medical biller, hospital admitting clerk, hospital unit coordinator and entry level medical records clerk.

Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A), Clinical (CCMA-C) or Administrative and Clinical (CCMA-AC).

Credit Courses

BUS V07A Business Calculations 3 Units
In-Class Hours: 35 lecture, 52.5 laboratory
Advisories/Rec Prep: MATH V01 or 1 to 2 years of high school Algebra with a grade of C or better
This course is a skills-based course in calculations used in business. It includes basic math operations that are applied to business-related topics. Topics include sequential operations, trade discounts, loans, operating ratios, markup and markdown, payroll, taxes, simple and compound interest, and time value of money calculations. Business financial statements will be created and evaluated and used to make business decisions.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V17 Computer Applications 3 Units
Formerly: BIS V40
In-Class Hours: 52.5 lecture
C-ID: ITIS 120, BUS 140
This course provides an overview of computer concepts, including hardware, software, business information systems, computers, and business software, with an emphasis on integrating spreadsheets, word processing documents, database documents, and presentations. Students will also learn about software applications involving business-related scenarios and the use of the computer as a tool in business problem solving and decision making.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: D2
Transfer Credit: CSU, UC
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V25 Medical Coding 3 Units
Formerly: BUS 25
In-Class Hours: 35.0 lecture, 52.5 laboratory
Advisories/Rec Prep: BUS V27A and BUS V29
This course offers instruction in medical insurance coding utilized in submitting various medical insurance claims. The specific coding developed is ICD-CM, CPT, HCPCS and common coding modifiers.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V26 Electronic Health Records 3 Units
In-Class Hours: 52.5 lecture
This course is an introduction to the Electronic Health Record (EHR) and its application in the healthcare environment. Topics will include common standards for EHR, workflow in a medical office setting, data entry into an EHR program, and application of HIPAA privacy and security regulations. It will include practical hands-on experience using EHR software.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V27A Beginning Medical Terminology 3 Units
In-Class Hours: 52.5 lecture
C-ID: HIT 103X
This comprehensive overview of basic medical terminology provides the opportunity for the student to develop the knowledge, skills, and understanding of medical terminology. This includes basic word elements, word analysis, word building and spelling. Medical terms are identified as they relate to symptoms, pathologic conditions, diagnostic procedures, and therapeutic procedures.
Grade Modes: Letter Graded
Field Trips: May be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V28A Medical Office Procedures: Front Office 3 Units
In-Class Hours: 35.0 lecture, 52.5 laboratory
This is a course offering instruction in front office procedures for a medical office or clinic. Front office procedures will include communications, telephone techniques, medical ethics and liability, confidentiality, appointment scheduling, reading and writing of prescriptions, patient data management, and insurance basics.
Catalog Notes: Course only offered in summer term.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V28B Medical Procedures: Back Office 3 Units
In-Class Hours: 52.50-52.5 lecture
Corequisites: BUS V28BL
Advisories/Rec Prep: BUS V27A
This is a course offering instruction in back office procedures for a medical office or clinic. Back office procedures will include bandaging and dressings, basic eye exams, suture and stable removal, performance of basic lab and screening tests and specimen collection, preparation of patients for examination, collection and recording of vital signs, medical and surgical asepsis and sterilization, and medication administration techniques.
Grade Modes: Letter Graded, Credit by exam, license etc.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V28BL Medical Procedures: Back Office Laboratory 1 Unit
In-Class Hours: 52.5 laboratory
Prerequisites: BUS V28B or concurrent enrollment
This laboratory course offers instruction in back office procedures for a medical office or clinic. The back office procedures implement principles covered in the lecture. Back office procedures will include bandaging and dressings, basic eye exams, suture and stable removal, performance of basic laboratory and screening tests, specimen collection, preparation of patients for examination, collection and recording of vital signs, medical and surgical asepsis and sterilization, and medication administration techniques.
Grade Modes: Letter Graded, Credit by exam, license etc.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V29 Medical Insurance 3 Units
In-Class Hours: 43.75 lecture, 26.25 laboratory
This course develops an understanding of the leading types of medical insurance programs with instruction and drill in performing the steps in medical billing for Blue Cross, Blue Shield, PPOs, and HMOs, as well as Workers' Compensation, Medicare, Tricare, and Medicaid. Basic skills in professional service coding and diagnostic coding are also covered. This course includes instruction in the overall claims process from claim submission to reimbursement. Collection strategies are also covered.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V30 Introduction to Business 3 Units
In-Class Hours: 52.5 lecture
C-ID: BUS 110
This course provides a fundamental survey and study of the role of U.S. business in the private enterprise system. The course will review: the fundamental aspects of business, business organization and management, marketing, human resource management, finance, financial institutions, government and business ethics, and international business.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: B2
Transfer Credit: CSU, UC
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V31 Organization and Management 3 Units
In-Class Hours: 52.5 lecture
This course is designed to acquaint students with concepts of planning, organizing, motivating, communicating, directing, and controlling functions necessary for effective management to accomplish organizational objectives.
Grade Modes: Letter Graded
Credit Limitations: see counselor.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V32 Human Resource Management 3 Units
Formerly: SUP V93
In-Class Hours: 52.5 lecture
This course is a study of human resource management functions encompassing employer-employee relationships including major labor laws, recruitment and selection, training and development, performance management systems, wage and salary administration, benefits administration, and safety programs.
Grade Modes: Letter Graded
Credit Limitations: see counselor.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V33 Business Law 3 Units
In-Class Hours: 52.5 lecture
C-ID: BUS 125
This course covers the fundamental principles of law applicable to business operations and transactions. In addition to the fundamental legal principles, the course will cover introduction to the legal process, sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.
Grade Modes: Letter Graded
Credit Limitations: see counselor.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU, UC
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V38 Small Business Management 3 Units
Same-As: CD V38
In-Class Hours: 52.5 lecture
This course covers the problems of establishing and operating a small business. The opportunities for small businesses and the requirements for success are discussed.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V40 Organizational Behavior 3 Units
Formerly: SUP V92; SUP V96
In-Class Hours: 52.5 lecture
This is a course in the understanding of individual and group behavior as it affects the organization. Emphasis is on developing organizational skills and application of principles to interpersonal and organizational relationships.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Field Trips: May be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU, UC
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V43 International Business 3 Units
In-Class Hours: 52.5 lecture
This is an introductory course designed to examine international business and institutions in the international environment. The course will emphasize emerging international developments as they relate to the economic and business arena.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Field Trips: Will be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: B2
Transfer Credit: CSU, UC
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V44 Business English 3 Units
Formerly: SUP V81
In-Class Hours: 52.5 lecture
This course offers the practical application of college-level business English skills, which include reading, writing, speaking, and listening, with comprehensive coverage of language structure, punctuation, spelling usage, word usage, proofreading, and editing.
Grade Modes: Letter Graded
Credit Limitations: see counselor.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V45 Business Communications 3 Units
In-Class Hours: 52.5 lecture
Prerequisites: ENGL V01A
C-ID: BUS 115
This course focuses on written communication skills with emphasis on clear, concise writing. It presents techniques for gathering, organizing, analyzing and preparing information for decision making. It develops analytical thinking skills by providing practical training in writing assignments including business letters, memos, and reports. It also explores the impact of cultural differences on business communication in the modern business organization. Students develop further skills in listening and speaking through oral presentations.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V46 Marketing 3 Units
In-Class Hours: 52.5 lecture
Advisories/Rec Prep: BUS V30
This course introduces the basic concepts and practices of modern marketing, including building customer relationships, strategic planning, market research, buyer behavior, market segmentation, target marketing, new product development, pricing, channels of distribution, retailing, integrated marketing communication, global marketing, marketing in the Internet age, and ethics.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V47 Sales Techniques 3 Units
In-Class Hours: 52.5 lecture
This course introduces the principles of personal selling, including strategies for long-term selling relationships. Focus will be on adaptive selling techniques, prospecting, handling objections, gaining commitment, negotiation, and closing the sale.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V49 Introduction to Social Media Marketing 3 Units
In-Class Hours: 52.5 lecture
This course is designed to provide students with a foundation in social media using interactive Internet and mobile applications. Students will learn and develop social media strategies for use in business and learn how to implement social media campaigns as part of a marketing strategy.
Grade Modes: Letter Graded
Field Trips: May be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V50 Public Relations 3 Units
In-Class Hours: 52.5 lecture
This course examines public relations techniques used to influence public opinion, manage good will, and protect an organization's reputation. Students will learn PR strategies and techniques to communicate to their public, and study PR channels including (but not limited to) press releases, news conferences, and social media. This course will also cover the strategies and tactics necessary to plan and manage a PR campaign. Working in collaborative teams, students will complete a PR campaign.
Grade Modes: Letter Graded
Field Trips: May be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V52 Digital Content Marketing 3 Units
In-Class Hours: 52.5 lecture
Prerequisites: BUS V49
This is the capstone course in the Social Media Marketing program. In this course, students apply and demonstrate what they've learned, including community management and content marketing, through a real-world business scenario that brings together all the courses in the program.
Grade Modes: Letter Graded
Field Trips: May be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V55 Corporate Finance 3 Units
In-Class Hours: 52.5 lecture
Advisories/Rec Prep: ACCT V03 or 1 year of high school bookkeeping, or equivalent, with grade of C or better
This course introduces the student to financial decisions faced by a modern business, along with the analytical tools and concepts necessary for an evaluation of these decisions. The material is applicable to large corporations, small businesses, and nonprofit organizations.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V57 Data Analytics for Business Decisions 3 Units
In-Class Hours: 52.5 lecture
Prerequisites: Intermediate Algebra or 1 year of high school algebra with a grade of C or better or placement as determined by the college's multiple measures assessment process
This course is an overview of data analytics and its use in making business decisions, covering a broad selection of topics along the life-cycle of data analytics (business objective; data collection, cleansing, transformation; data analysis, data visualization/storytelling; data-based decision making). Issues of ethics, leadership, and teamwork are highlighted. The material is applicable to large corporations, small businesses and nonprofit organizations.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V61 Microsoft Word 3 Units
In-Class Hours: 43.75 lecture, 26.25 laboratory
Advisories/Rec Prep: Typing speed of at least 30 wpm is recommended
This course introduces Microsoft Word. Students will learn to create, edit, and format various business documents such as letters, memos, forms, reports, newsletters, and templates. Integration of images, use of macros, tables, labels, mail merge, and creation of forms will also be covered. The emphasis is on tasks typically required in a office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, management, and medical assisting.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V62 Microsoft Excel 3 Units
In-Class Hours: 43.75 lecture, 26.25 laboratory
Advisories/Rec Prep: Typing speed of at least 30 wpm is recommended
This course provides a foundation of the knowledge and skills needed for creating and using spreadsheets in Microsoft Excel. Students will learn how to create, edit, and format spreadsheets. Topics will include formulas, functions, pivot tables, sorting, and filtering in worksheets. The course is designed to provide the fundamental skills needed for application in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, and management.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V63 Microsoft PowerPoint 3 Units
In-Class Hours: 52.5 lecture
In this course, students will learn how to use a powerful graphics presentation program to create effective presentations for business or for college courses using Microsoft PowerPoint. The course covers accepted standards for developing and formatting a presentation, use of design templates, and adding images, graphs and charts. Advanced topics include slide show enhancement using transitions, animation, sound, and hyperlinks.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V64 Computer Fundamentals and Productivity Tools 2 Units
In-Class Hours: 35 lecture
This course introduces the basic skills needed to use a personal computer, including working with multiple windows, file management, Windows accessories, software applications, and computer safety. Use and features of productivity tools such as Outlook, Google Docs, and cloud services will also be covered.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V75 Managing Workplace Diversity 3 Units
In-Class Hours: 52.5 lecture
This course examines the effects of increasing diversity in the workplace, including the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences. Organizational and interpersonal strategies for working effectively are examined along with developing skills for the creation of productive and diverse business environments.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V90 Directed Studies in Business 1-6 Units
In-Class Hours: 52.5-315.0 laboratory
This course offers specialized study opportunities for students who wish to pursue projects not included in the regular curriculum. Students are accepted only by a written project proposal approved by the discipline prior to enrollment.
Grade Modes: Letter Graded, Student Option- Letter/Credit, Pass/No Pass Grading
Field Trips: May be required
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V94 Office Skills for Employment 4 Units
In-Class Hours: 70 lecture
Students will learn to identify attributes of an effective business office assistant/receptionist and develop listening and communication skills, filing, telephone and basic computer skills. Time management and conflict resolution will also be covered. Additionally, students will create a resume and practice interviewing techniques.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

BUS V95 Business Internship I 1-4 Units
Formerly: BUS 95
In-Class Hours: 60-240 unpaid cooperative
Prerequisites: Successful completion of at least 9 units towards a specific business department Certificate of Achievement or AA/AS degree
Enrollment Limitations: Approval of the department chair.
This course offers students who are volunteers (unpaid) an opportunity to obtain work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal. This is an unpaid occupational work experience course, where 1 unit of credit is earned for each 60 hours of unpaid internship. A maximum of 4 units can be completed in a semester, and no more than 16 units can be earned in total.
Grade Modes: Pass/No Pass Grading
Repeatable for Credit: Course may be repeated up to a maximum of 16 units of credit.
Credit Limitations: see counselor.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V96 Business Internship II 1-4 Units
In-Class Hours: 75-300 paid cooperative
Prerequisites: Successful completion of at least 9 units towards a specific business department Certificate of Achievement or AA/AS degree
Enrollment Limitations: Approval of department chair.
This course offers students who are employed in the field an opportunity to expand their work experience related to their field of study. Students are accepted as a result of consultation with a designated faculty member in the discipline and the acceptance of an approved work proposal.
Grade Modes: Pass/No Pass Grading
Credit Limitations: see counselor.
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: CSU
UC Credit Limitations: None
CSU GE-Breadth: None
IGETC: None

BUS V97 Multi-Skilled Medical Assistant 16 Units
In-Class Hours: 227.5 lecture, 157.5 laboratory
Advisories/Rec Prep: BUS V27A, basic computer skills, and basic math skills
This course will prepare students for entry-level positions as either a front office or back office medical assistant. The course will cover general skills, including medical ethics, medical terminology, basic anatomy and physiology, basic pharmacology, computer skills, use of patient management software, and a review of basic English skills. It will also include front office skills such as scheduling, communication skills, billing and collections, medical insurance, medical records, and filing. It will provide back office skills training in asepsis, drug administration, exam preparation and assisting, vital signs, basic lab testing, and emergency first aid. Students develop a personal portfolio of their skills for use in the job search. The course also includes resume writing and preparation for interviews.
Grade Modes: Letter Graded
Degree Applicability: Applies to Associate Degree
AA/AS GE: None
Transfer Credit: None

Noncredit Courses

BUS N161 Microsoft Word (NC) 0 Units
This course introduces Microsoft Word. Students will learn to create, edit, and format various business documents such as letters, memos, forms, reports, newsletters, and templates. Integration of images, use of macros, tables, labels, mail merge, and creation of forms will also be covered. The emphasis is on tasks typically required in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, management, and medical assisting.
Grade Modes: Pass/No Pass Grading
Repeatable for Credit: Unlimited.
Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None
Transfer Credit: None

BUS N162 Microsoft Excel (NC) 0 Units
This course provides a foundation of the knowledge and skills needed for creating and using spreadsheets in Microsoft Excel. Students will learn how to create, edit, and format spreadsheets. Topics will include formulas, functions, pivot tables, sorting, and filtering in worksheets. The course is designed to provide the fundamental skills needed for application in an office or business environment. The skills taught in this course are fundamental to success in careers in business, accounting, marketing, and management.
Grade Modes: Pass/No Pass Grading
Repeatable for Credit: Unlimited.
Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None
Transfer Credit: None

BUS N163 Microsoft PowerPoint (NC) 0 Units
In this course, students will learn how to use a powerful graphics presentation program to create effective presentations for business or for college courses using Microsoft PowerPoint. The course covers accepted standards for developing and formatting a presentation, use of design templates, and adding images, graphs and charts. Advanced topics include slide show enhancement using transitions, animation, sound, and hyperlinks.
Grade Modes: Pass/No Pass Grading
Repeatable for Credit: Unlimited.
Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None
Transfer Credit: None

BUS N164 Computer Fundamentals and Productivity Tools (NC) 0 Units
This course introduces the basic skills needed to use a personal computer, including working with multiple windows, file management, Windows accessories, software applications, and computer safety. Use and features of productivity tools such as Outlook, Google Docs, and cloud services will also be covered.
Grade Modes: Pass/No Pass Grading
Repeatable for Credit: Unlimited.
Degree Applicability: Noncredit course; not applicable for degree credit
AA/AS GE: None
Transfer Credit: None

- Business Administration 2.0, Associate in Science for Transfer (http://catalog.vcccd.edu/ventura/programs-courses/business/business-administration-2.0-ast/)

- Accounting, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/accounting-as/)

- Administrative Office Assistant, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/administrative-office-assistant-as/)

- Bookkeeping, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/bookkeeping-as/)

- Business Management, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/business-management-as/)

- Medical Assistant - Administrative, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/medical-assistant-administrative-as/)

- Medical Assistant - Multi-Skilled, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/medical-assistant-multi-skilled-as/)

- Social Media Marketing, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/social-media-marketing-as/)
- Supervision, Associate in Science (http://catalog.vcccd.edu/ventura/programs-courses/business/supervision-as/)

- Accounting, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/accounting-coa/)
- Administrative Office Assistant, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/administrative-office-assistant-coa/)
- Bookkeeping, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/bookkeeping-coa/)
- Business Management, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/business-management-coa/)
- Medical Assistant - Administrative, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/medical-assistant-administrative-coa/)
- Medical Assistant - Multi-Skilled, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/medical-assistant-multi-skilled-coa/)
- Social Media Marketing, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/social-media-marketing-coa/)
- Supervision, Certificate of Achievement (http://catalog.vcccd.edu/ventura/programs-courses/business/supervision-coa/)