

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE IN BUSINESS MANAGEMENT

CAREER OUTLOOK

The Associates of Applied Science (AAS) Degree curriculum is designed to meet the needs of individuals who need to work in business setting. The emphasis is learning computer skills, accounting applications, accounting for servicing business, and for merchandise. This program also provide the students with knowledge of how to manage a business, office procedures, understanding the law related to business, essential needs for marketing and advertising the products, learning the principle of management skills, and supervising and administrating small or large departments.



PROGRAM OBJECTIVE

The (AAS) degree program also includes courses such as database management applications, accounting applications that are need in the job market. The program provides with expanded knowledge and understanding of general education courses which are beneficial to the students to interact within their community and beyond.

OPPORTUNITIES

This program is designed to prepare the graduate of (AAS) Degree program for employment in all related positions such as administrator in a business setting to manage a department or work as junior or senior manager in accounting of financial setting, work independently or managing other employees in a business setting. In addition, this program provides a foundation for those interested graduates in starting their own business venture.

TWO LOCATIONS:

Main Campus - 6435 Wilshire Blvd., Los Angeles, CA 90048

Phone 1-323-966-5444 — Fax 1-323-966-5455

Branch Campus - 14519 West Sylvan St., Van Nuys, CA 91411

Phone 1-818-382-6000 — Fax 1-818-788-3997

Program Outline

Computer Literacy
Math and Word
Principles of Accounting
QuickBooks
Spreadsheet 1
Spreadsheet 2
Accounting Practices
American Government or
Cultural Studies
Employment Preparation

Accreditation

Los Angeles ORT College is nationally accredited by the Accrediting Council for Continuing Education and Training (ACCET).

LAORT is also
VA recommended and
WIA approved.



Entrance Requirements

No High School Diploma
Required

Pass Entrance Exam

Complete all Required
Paperwork

Programs also available to
non-immigrant students

Financial Aid

Los Angeles ORT College has been approved by the United States Department of Education and the State of California for financial aid programs. These programs and other scholarships are available to all students who qualify.