

REAL ESTATE

The real estate profession consists of individuals involved in the sale of real property.

The Diablo Valley College real estate certificate program prepares or advances an individual in a real estate career, while better informing consumers and investors.

Students will learn:

- real estate finance
- real estate practice
- real estate taxation
- escrow procedures
- real estate appraisal
- real estate principles
- real estate economics
- real estate investment
- property management
- legal aspects of real estate
- real estate office management
- commercial property management



The certificate of achievement program is comprehensive of all phases of real estate.

The real estate salesperson's license and broker's license programs prepare students to take the license exams.

Upon completing the appropriate coursework, students may take the Real Estate Salesperson Exam or the Real Estate Broker Exam given by the California Department of Real Estate.

SMALL BUSINESS MGMT.

The small business management program prepares students for starting and running a small to mid-size business in manufacturing, wholesaling, retailing or service trade.

The main focus of the program is on managerial decision making under conditions of uncertainty and fierce competition. Courses involve studying case histories of decision-making issues. Business and management games are used to simulate the complicated interrelationships of various businesses.

As a student of the small business management program, you will learn:

- how to develop a business plan
- how to develop a marketing plan
- how to analyze financial resources
- how to allocate financial resources
- business procedures from startup to selling a business
- general accounting principles
- general legal principals and how they apply to business
- group dynamics and leadership

The certificate of achievement program is designed to establish a solid foundation in all phases of small business management. Students with a certificate of achievement will gain the necessary knowledge and skills to operate their own small businesses or handle a broad range of management responsibilities in a small firm.

BUSINESS

DEPARTMENT
OF
BUSINESS
ADMINISTRATION



DIABLO VALLEY COLLEGE

The Business Administration Department offers courses in accounting, office administration, computer applications, and business.

Whether working toward transfer, an AA degree, or updating your skills, we have the courses you need.

ACCOUNTING

The accounting program prepares one for employment in many industries.

Students will develop the knowledge and skills required of an accountant, compiling and analyzing business records, as well as preparing financial reports such as income statements and cost studies.

Students obtain in-depth understanding of:

- Financial (external) accounting
- Managerial (internal) & cost accounting
- Individual & business taxation
- Financial statement auditing
- Accounting for non-profits
- Accounting & tax software applications
- Payroll accounting

The certificate of achievement program develops students' critical thinking, problem solving and business judgment skills through an integrated broad program with research, real-world perspective, oral and written communication, current events, team projects, and computer applications.

MANAGEMENT STUDIES

Strong management skills are essential in every business environment for the selection and education of personnel, the regulation of workflow, planning and the allocation of resources.

Management decisions are affected by political, social and economic concerns. Making these complex decisions on a daily basis is challenging. Managers consider all of these concerns and make decisions for the benefit of the company, customers, other employees and society.

Managers are organizational leaders, decision makers and activity coordinators.

Students study:

- introductory management
- practices and concepts of supervision
- effective communication in business & industry
- managing human relations
- group dynamics and leadership
- case studies in management science
- women as managers
- human resources management
- report writing
- labor/management relations

The certificate of achievement program establishes a solid foundation in all phases of management for gaining an entry-level supervisory or management position.

OFFICE PROFESSIONAL

Diablo Valley College's office professional program is approved by the Mt. Diablo Chapter of the International Association of Administrative Professionals (IAAP), prepares students for office support jobs.

Student will learn:

- basic computer literacy (MS Office)
- keyboarding and ten-key
- business math/English/communications
- applied accounting
- records management
- office procedures

In addition to technical skills, you will develop "soft" skills, such as punctuality, time management, organizational skills, work ethics, and teamwork.

The required courses will prepare you for any office environment, while elective courses allow for specialization in legal, medical, marketing, and graphic design.

