

# PROGRAM OF STUDY

## Business Administration Certificate of Achievement

Study in business leads to a wide range of opportunities in a variety of industries such as banking, health care/biotechnology, law, entertainment, defense, computer/electronics, and education, as well as in government agencies and not-for-profit organizations.

Students completing the Certificate of Achievement in Business Administration degree program will expand their knowledge of the fundamentals of business/organizational operations as preparation for entering or advancing in positions within these same industries and organizations.

To earn a Certificate of Achievement in Business Administration, students must complete 18 specified units that provide an introduction to the primary disciplines within business as preparation for entering or advancing in the workforce.

### **Required Courses: Complete the following courses (12 Units)**

		<b>Units</b>
BUS M30	Introduction to Business	3
BUS M31	Introduction to Management	3
BUS M33	Business Law	3
BUS M37	Marketing	3

### **List A: Select and complete one (1) course (3 units) from the following**

		<b>Units</b>
ACCT M01	Introduction to Accounting	3
ACCT M110	Financial Accounting	3

### **List B: Select and complete one (1) course (3 units) from the following**

		<b>Units</b>
ACCT M120	Managerial Accounting	3
BUS M32	Entrepreneurship and Small Business Management	3
BUS M35	Sales Techniques	3
BUS M39	Business Communication	3
BUS M40	International Business	3
BUS M41	Principles of Retailing	3
ECON M01	Principles of Microeconomics	3
ECON M02	Principles of Macroeconomics	3
<b>or</b>		
ECON M02H	Honors: Principles of Macroeconomics	3
Any course from List A not already used		

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**Total Units****18**