

PROGRAM OF STUDY

Business Administration Certificate of Achievement 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 CORE COURSES: Complete the following courses (15 Units)

	Units
LIST A: Select and complete one course (3 units)	
ACCT M01 Introduction to Accounting	3
ACCT M110 Financial Accounting	3
LIST B: Complete the following four courses (12 units)	
BUS M30 Introduction to Business	3
BUS M31 Introduction to Management	3
BUS M33 Business Law	3
BUS M37 Marketing	3

RESTRICTIVE ELECTIVES: Select and complete one course (3 units)

	Units
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
BUS M140 Business Information Systems	3
ECON M201 Principles of Microeconomics	3
ECON M202 Principles of Macroeconomics	3
or	
ECON M202H Honors: Principles of Macroeconomics	3
Any course from List A not already used	

Total Units

18