

BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law.

Code	Title	Units
Required Courses:		
ACCT 010 or ACCT 200	Bookkeeping Financial Accounting	3-4
BUSAD 050	Business Math	3
BUSAD 100	Introduction to Business	3
BUSAD 103	Marketing Principles	3
BUSAD 108	Personal Finance, Investments and Estate Planning	3
BUSAD 127	Business Communication	3
CIT 101	Introduction to Computer Literacy	3
COMMST 100 or COMMST 100H	Elements of Public Speaking Elements of Public Speaking - Honors	3
Total Units		24-25

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

This is a Gainful Employment Program

Program Learning Outcomes

At the completion of this program, students will be able to:

- Understand the general nature structure, resources and operations of business organizations.
- Demonstrate the ability to explain an organization's basic accounting, finance, management, marketing and legal functions.
- Express business ideas and information effectively in both oral and written forms.