

BUSINESS ADMINISTRATION (CERT)

Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives

CERTIFICATE OF ACHIEVEMENT

The Business Administration Certificate of Achievement provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Business Administration education also helps students understand basic business functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

Program Student Learning Outcomes

- Students utilize current business technology to analyze, evaluate, and create business reports.
- Students recognize the legal aspects of operating a business.
- Students interpret financial and economic data to improve business performance.
- Students describe the elements of owning and operating a business.

Program Requirements

Code Number	Course Title	Units
Business Core Courses		
BA 100	Fundamentals of Business	3.0
BA 120	Management-Accounting and Internal Control	3.0
BA 132	Computer Applications for Managers	3.0
BA 156	Motivational Presentation Skills for Managers	3.0
or BCOT 148	Effective Business Presentations	
or BCOT 247	Managerial Business Communications	
or COMM 100	Introduction to Communications Studies	
or COMM 130	Public Speaking	
Certificate Specific Courses		12.0
BA 113	Legal Environment of Business (3)	
or LAW 100	Introduction to California Civil Procedures	
BA 114	Marketing (3)	
BA 115	Management-Business (3)	
BA 205	Organizational Leadership (3)	
BA 208	Leadership for Women in Business (3)	
or WGS 208	Leadership for Women in Business	
Total Units		24

Requirements for a Business Administration Certificate of Achievement

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of "C" or higher or "Pass."

Notes: