BUSINESS ESSENTIALS (CERT)

CERTIFICATE OF ACHIEVEMENT

The Business Administration Department is committed to offering courses to supplement majors in related or vocational areas. For Business Administration students' general knowledge and their own lives, Business helps to promote a better understanding of an increasingly complex world and learn tools to better cope with a rapidly changing world. The Business Administration programs are stacking and latticing all of the Business Administration certificates using a model that has been developed by the consortium of colleges from Alaska, California, Texas, and Oregon. To align this program with the model, classes were divided in business essential classes and core classes.

Program Requirements

Code Number	Course Title	Units
Business Core Courses		
BA 100	Fundamentals of Business	3.0
or BA 104	Managing Cultural Diversity	
or BA 106	Human Resource Management	
or BA 107	Human Relations In Business	
BA 120	Management-Accounting and Internal Control	3.0
or ACCT 100	Introduction to Accounting	
BA 132	Computer Applications for Managers	3.0-3.5
or CIS 101	Introduction to Computer Information Systems	
or BCOT 114	Introduction to Microsoft Office	
BA 156	Motivational Presentation Skills for Managers	3.0
or COMM 100	Introduction to Communications Studies	
or COMM 130	Public Speaking	
or BCOT 148	Effective Business Presentations	
or BCOT 247	Managerial Business Communications	
Total Units		**12-12.5**

Business Essentials Certificate of Achievement

Complete the Business Core Courses (12-12.5) with a grade point average of "C" or higher or "Pass."