CA Business Administration

This program is designed to prepare students to engage in the field of business. This certificate will provide students with an understanding of foundational business practices, accounting fundamentals, the importance of law in business, and essential communication skills and theories relevant to the workplace. Courses specifically required for the major transfer core requirements must be evaluated by a letter grade, not by the pass (P) option.

Career Opportunities

The certificate of achievement in business administration supports entry-level employment in jobs requiring some general business skills.

Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

Major: Core and Selective Requirements

Complete Core Courses, 13 units		Units
ACTG 121	Financial Accounting	4 units
BUS. 100	Introduction to Business	3 units
BUS. 201	Business Law	3 units
BUS. 401	Business Communications	3 units

Selectives Courses, choose 6 units from the following:		Units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 113	Personal Finance	3 units
BUS. 125	International Business	3 units
BUS. 180	Marketing	3 units
EDUC 249	Redefining Leadership: Individuals Effecting Change	3 units