

Business Administration Department

Business Essentials Certificate of Completion

Career Opportunities in Business Administration

Business, Industry, Government, Self-Employment

BUSINESS ESSENTIAL CLASSES (12.0-12.5 units)		Units
BA 100	Fundamentals of Business	3.0
or BA 104	Managing Cultural Diversity	(3.0)
or BA 106	Human Resource Management	(3.0)
or BA 107	Human Relations in Business	(3.0)
BA 120	Management Accounting and Internal Control	3.0
or ACCT 100*	Introduction to Accounting	(3.0)
BA 132	Computer Applications for Managers	3.0
or CIS 101*	Introduction To Computer Information Systems	(3.0)
or BCOT 114	Introduction to Microsoft Office	(3.5)
BA 156	Motivational Presentation Skills for Managers	3.0
or SPCH 100*	Fundamentals of Oral Communication	(3.0)
or SPCH 130*	Fundamentals of Speaking	(3.0)
or BCOT 148	Effective Business Presentations	(3.0)
or BCOT 247	Managerial Business Communications	(3.0)
<hr/> Total Units		12-12.5

Certificate of Completion for Business Essentials - complete the **BUSINESS ESSENTIAL CLASSES (12-12.5 units)** with a grade of "C" or higher.