

ONE CERTIFICATE OF ACHIEVEMENT
• **BUSINESS ADMINISTRATION**

VERIFICATION OF COMPLETION
• **BUSINESS ADMINISTRATION**

AA DEGREE IS ALSO AVAILABLE
(See back page)



BUSINESS ADMINISTRATION CERTIFICATE OF ACHIEVEMENT

1st Semester		Completed
BA 100	Fundamentals of Business.....	3 units <input type="checkbox"/>
BA 120	Management-Accounting and Internal Control	3 units <input type="checkbox"/>
or ACCT 100	Introduction to Accounting.....	3 units <input type="checkbox"/>
BA 132	Computer Applications for Managers.	3 units <input type="checkbox"/>
or CIS 101	Introduction to Computer Information Systems	3 units <input type="checkbox"/>
or BCOT 114	Introduction to Microsoft Office	3.5 units <input type="checkbox"/>
BA 156	Motivational Presentation Skills for Managers	3 units <input type="checkbox"/>
or COMM 100	Introduction to Communication Studies.....	3 units <input type="checkbox"/>
or COMM 130	Public Speaking	3 units <input type="checkbox"/>
or BCOT 148	Effective Business Presentations	3 units <input type="checkbox"/>
or BCOT 247	Managerial Business Communications.....	3 units <input type="checkbox"/>
Subtotal		12.0–12.5 units
2nd Semester		
BA 113	Legal Environment in Business	3 units <input type="checkbox"/>
or LAW 110	Business Law	3 units <input type="checkbox"/>
BA 114	Marketing.....	3 units <input type="checkbox"/>
or ECON 201	Principles of Macroeconomics	3 units <input type="checkbox"/>
BA 115	Management-Business.....	3 units <input type="checkbox"/>
BA 205	Organizational Leadership.....	3 units <input type="checkbox"/>
or BA 208	Leadership for Women in Business.....	3 units <input type="checkbox"/>
Subtotal		12.0 units
Total Department Requirements		24-24.5 units

BUSINESS ADMINISTRATION AA DEGREES ON BACK PAGE

For more information on Certificates, please refer to the current General Catalog:
<https://www.cerritos.edu/admissions-and-records/catalogue-schedule/default.htm>



BUSINESS ADMINISTRATION ASSOCIATE IN ARTS DEGREE REQUIREMENTS

- 1) Associate in Arts Degree Requirements – Students must meet the Math, Reading, Writing, and Health and Wellness Proficiencies, complete the required Certificate of Achievement classes listed on the other side of this flyer, and the requirements for the Associate in Arts Degree under Plan A, B, or C.
- 2) Students must earn a 2.0 grade point average and earn a grade of “C” or higher in major/emphasis courses.

Plan A: To obtain a Plan A Associate in Arts Degree, complete the Business Administration Certificate of Achievement classes, the General Education (GE) requirements (18 units) for Plan A (Degree and/or Career Option) in the Cerritos College Catalog, 9 units (not used for the certificate) from the following classes: ACCT 101, BA 101, BA 104, BA 108, BA 109, BA 116, BA 121, BA 124, BA 125, BA 126, BA 152, BA 153, BA 155, BA 157, BA 173, BA 204, BA 205, BA 208, BA 233, ECON 201, or ECON 201M, ECON 202 or ECON 202M, any additional courses to reach a minimum of 60 degree applicable units.

Plan B: To obtain a Plan B Associate in Arts Degree, complete the Business Administration Certificate of Achievement classes, the General Education (GE) requirement for Plan B (CSU) in the Cerritos College Catalog, and any additional courses to reach a minimum of 60 degree applicable units.

Plan C: To obtain a Plan C Associate in Arts Degree, complete the Business Administration Certificate of Achievement classes, the General Education (GE) requirements for Plan C Intersegmental General Education Transfer Curriculum (IGETC) for transfer to UC and CSU in the Cerritos College Catalog, and any additional courses to reach a minimum of 60 degree applicable units.

To enroll at Cerritos College, please refer to the step-by-step enrollment process found at www.cerritos.edu/futurestudents

