



# Cerritos College

## **BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

### **Program of Study**

<b>DIVISION/DEPARTMENT REQUIREMENTS:</b>		<b>UNITS</b>
BA 100	Fundamentals of Business	3
BA 101	International Business	3
or BA 117	Fundamentals of supervision	(3)
or BA 153	Small Business Management	(3)
BA 107	Human Relations in Business	3
BA 113	Legal Environment of Business	3
or LAW 111	Business Law	(3)
BA 115	Management-Business	3
BA 132	Computer Applications for Managers	3
or BA 156	Motivational Presentation Skills for Managers	(3)
TOTAL CERTIFICATE REQUIREMENTS:		18

### **RECOMMENDED COURSES**

BA 104	Managing Cultural Diversity	3
BA 106	Human Resource Management	3
BA 113	Legal Environment of Business	3
BA 120	Management – Accounting and Internal Control	3
BA 157	Principles of Public Relations	3
or JOUR 157	Principles of Public Relations	(3)
BA 171-174	Business Administration Work Experience	1-4
BA 204	Project Management	3
BA 205	Organizational Leadership	3
LAW 101	Introduction to Law	3
RE 101	Real Estate Principles	3

### **NATIONAL MANAGEMENT ASSOCIATION'S (NMA) COURSES SUPERVISORY & MANAGEMENT SKILLS**

BA 65	NMA Role of the Supervisor	1
BA 66	NMA Management Principles	1
BA 67	NMA Communication Skills	1
BA 68	NMA Interpersonal Relationship Skills	1
BA 69	NMA Developing Performance	1
BA 75	NMA New Employee	1
BA 76	NMA Coaching and Counseling	1
BA 77	NMA Leadership Development	1
BA 78	NMA Business Concepts	1
BA 79	NMA Law for the Supervisor	1

### **ASSOCIATE IN ARTS DEGREE REQUIRMENTS:**

Plan A (Degree and/or Career Option): Meet the requirements for a Certificate of Achievement

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in Business Management (18 units). Take 12 units of the recommended Courses. Complete 18 units of identified general education courses (see Plan A Degree and/or Career Option), proficiency requirements and electives, if necessary, to total a minimum of 60 degree applicable units.

Plan B (CSU General Education Requirements): Meet the requirements for a Certificate of Achievement in Business Management (18 units). Complete a minimum of 39 units of identified CSU general education courses (see Plan B CSU General Education Requirements), the health and wellness proficiency requirement, and elective courses, if necessary, for a minimum of 60 degree applicable units. Please check lower division major requirements for specified transfer institutions as listed.

Plan C (Intersegmental General Education Transfer Curriculum – IGETC – For Transfer to UC and CSU): Meet the requirements for a Certificate of Achievement in Business Management (18 units). Complete a minimum of 35 (UC) or 38 (CSU) units of identified general education courses (see Plan C – IGETC General Education Requirements), the health and wellness proficiency requirement, and elective courses, if necessary, for a minimum of 60 degree applicable units. Please check lower division major requirements for specified transfer institutions as listed.

NOTE: Although many of these courses are transferable, this Certificate/AA Degree is nontransferable.

CAREER OPPORTUNITIES: Prepares the student for a variety of career opportunities in business, industry, government and self-employment.

Please see Business Counselors or the respective department for additional alternatives. See Cerritos College Graduation Requirements.