



# Cerritos College

BUSINESS ADMINISTRATION - SMALL BUSINESS  
MANAGEMENT/ENTREPRENEURSHIP  
CERTIFICATE OF ACHIEVEMENT

Program of Study

<b>DIVISION/DEPARTMENT REQUIREMENTS:</b>		<b>UNITS</b>
BA 153	Small Business Management	3
BA 114	Marketing	3
LAW 111	Business Law	3
or BA 113	Legal Environment of Business	(3)
BA 117	Supervision	3
BA 120	Management Accounting and Internal Control	3
or ACCT 100	Introduction to Accounting	(3)
BA 132	Computer applications for Managers	3
or BCOT 114	Introduction to Microsoft Office	(3)
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<b>TOTAL CERTIFICATE REQUIREMENTS:</b>		<b>18</b>
 <b>RECOMMENDED COURSE:</b>		
BA 50	Business Math	3
BA 52	Fundamentals of Importing and Exporting	3
BA 62	Business on the Internet	1.5
BA 63	How to Start a Home-based Business	1.5
BA 104	Managing Cultural Diversity	3
BA 110	Advertising	3
BA 118	Management – Retailing	3
BA 121	Sales	3
BA 156	Motivational Presentation Skills for Managers	3
BA 157	Principles of Public Relations	3
or JOUR 157	Principles of Public Relations	(3)
BA 171-174	Business Administration Occupational Work Experience	1-4

**ASSOCIATE IN ARTS DEGREE REQUIREMENTS**

1. Meet the requirement for a Certificate of Achievement in Small Business Management/Entrepreneurship.
2. Take twelve units of the recommended courses not used for Department/Division requirements.
3. Complete general education requirements and electives to achieve a minimum of 60 units.
4. If you already have an AA degree or higher from a regionally accredited college, and you meet the Cerritos College General Education proficiency requirements, complete the Certificate Requirements to earn an AA in Small Business Management/Entrepreneurship.

NOTE: Although many of the courses are transferable, the 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 Counselor or the respective department for additional alternatives.

See Cerritos College Graduation Requirements.