

BUSINESS ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

Banner Code: 2_CN_BSAD
Financial Aid Eligible

The Business Administration Certificate of Achievement is for students on a pathway towards earning the Business Administration AS-T or for students interested in earning transfer business course credits to support a non-business degree with a Business Minor. The courses in this program are part of the common core of lower division courses required to transfer and pursue a baccalaureate degree with a major or minor in Business Administration and aligns with CSU Bachelor of Science in Business Administration.

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe fundamentals of business and the various fields of business study and careers.
2. Identify core accounting concepts and the fundamental financial statements associated with business.
3. Apply fundamental concepts in economics to business.
4. Describe key terminology used in business law and the importance of operating a legal and ethical business.

Potential careers students may enter upon completion are as follows:

- Entry level office administrator

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
Required Courses		
ACCT G101	Financial Accounting	4
BUS G100 or BUS G139	Introduction To Business Business Communication	3
BUS G108	Legal Environment of Business	3
ECON G170	Principles of Microeconomics	3
ENGL G100 or ENGL G100S	Freshman Composition Freshman Composition with Support	4-6
Elective Courses		
<i>Select one of the following:</i>		3-6
ACCT G102	Managerial Accounting	4
BUS G100	Introduction To Business	3
BUS G108	Legal Environment of Business	3
BUS G139	Business Communication	3
ECON G175	Principles of Macroeconomics	3
MATH G140	Business Calculus	4
MATH G160 or MATH G160S	Introduction To Statistics Introduction to Statistics with Support	3-6

Course	Title	Units
or ECON G160	Statistics for Business and Economics	
Total Units		20-25

Recommended Program Sequence

These sequences are general maps for students to finish all requirements for the Certificate. There may be advisories or time requirements that students may want to consider before following these maps. **Students are advised to meet with a GWC Counselor for alternate sequencing.**

Year 1:

Course	Title	Units
Semester 1		
ENGL G100 or ENGL G100S	Freshman Composition (required for BUS G139) Freshman Composition with Support	4-6
ECON G170	Principles of Microeconomics	3
ACCT G101	Financial Accounting	4
<i>Units</i>		<i>11-13</i>

Course	Title	Units
Semester 2		
BUS G130 or BUS G139	Introduction to Business Writing Business Communication	3
BUS G108	Legal Environment of Business	3
<i>Select one NOT already taken above:</i>		3-6
ACCT G102	Managerial Accounting	4
BUS G100	Introduction To Business	3
BUS G108	Legal Environment of Business	3
BUS G139	Business Communication	3
ECON G160	Statistics for Business and Economics	3
ECON G175	Principles of Macroeconomics	3
MATH G140	Business Calculus	4
MATH G160 or MATH G160S	Introduction To Statistics Introduction to Statistics with Support	4-6
<i>Units</i>		<i>9-12</i>