

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Date: \_\_\_\_\_

Counselor Contact: \_\_\_\_\_

**Major Requirements: 20 units**

**A grade of "C" or better is required in the following courses**

CERTIFICATE OF ACHIEVEMENT (F.2181.CA)	C-ID	Units	Completed	In Progress	Planned
BA/BT 5 Workplace Communications		3			
BA 10, Introduction to Business	BUS 110	3			
BA 33, Human Relations in the Workplace		3			
***BA 40, Supervision and Leadership <b>OR</b> ***BA 43, Principles of Management		3			
<b>Electives: Select eight (8) units from:</b>					
ACCTG 4A, Financial Accounting	ACCTG 110	4			
BA 18, Business & the Legal Environment	BUS 120	4			
BA 20, Law and the Legal System		3			
BA 28, Privacy Law and Cybersecurity		3			
BA 30, Personal Finance		3			
BA 31, Human Resource Management		3			
BA 34, Fundamentals of Investing		3			
BA 35, Financial Management for Business		3			
BA 38, Operation of the Small Business		3			
***BA 40, Supervision and Leadership <b>OR</b> *** BA 43, Principles of Management		3			
BA 51, Business Planning		1.5			
BT 131, Applied Accounting		3.5			
CIT 15, Computer Concepts	ITIS 120	3			
MKTG 10, Principles of Marketing		3			
RE 40, Real Estate Principles		3			
RE 41, Real Estate Practice		3			

**NOTES:**

1. Some of the above courses may have prerequisites. See the catalog or schedule of classes.
2. \*\*Either BA 40 or BA 43 may be taken as a required course. The other course may be taken as an elective. The Certificate of Achievement requires completion of the major (20 units) with a "C" or better grade in each course.