

# BUSINESS ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

**Banner Code:** 2\_CN\_BSAD

**Control Number:** 18945

**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 fundamental business disciplines and processes including marketing, human resource management, supply chain management, and accounting.
2. Demonstrate fundamental business skills including business communication, networking, and team work.
3. Prepare business presentations, reports, and correspondence.
4. Evaluate methods used to foster business ethics in the workplace.
5. Analyze approaches to develop a strong, positive organizational culture.

## Potential careers students may enter upon completion are as follows:

- Entry level office administrator
- Office Assistant
- Assistant Manager
- Shift Manager
- Retail Management

Review Graduation Requirements (<https://catalog.cccd.edu/goldenwest/graduation-requirements/certificates/#achievementtext>) and Academic Program Maps (<https://programmap.goldenwestcollege.edu/academics/>).

Course	Title	Units
<b>Required Courses</b>		
ACCT G101	Financial Accounting	4
BUS G100	Introduction To Business	3
or BUS G139	Business Communication	
BUS G108	Legal Environment of Business	3
ECON G170	Principles of Microeconomics	3
ENGL C1000	Academic Reading and Writing	4-6
or ENGL C1000E	Academic Reading and Writing	
<b>Elective Courses</b>		
<i>Select one of the following:</i>		3-6

Course	Title	Units
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
STAT C1000	Introduction to Statistics	3-6
or STAT C1000E	Introduction to Statistics	
or PSYC G140	Statistics for the Behavioral Sciences	
or SOC G125	Introduction to Statistics in Sociology	
or ECON G160	Statistics for Business and Economics	
<b>Total Units</b>		<b>20-25</b>