

CERTIFICATES OF ACHIEVEMENT

GENERAL BUSINESS

Provides students with knowledge and skills for employment in a wide variety of occupations in the field of business.

Please see the [Certificate of Achievement](#) page for a list of all courses filling general education requirements.

Required Courses

Course	Title	Units
Total Requirements		30 Units
Program Requirements		15 Units
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
IS 101	Introduction to Information Systems	3
or IS 201	Computer Applications	
MGT 201	Principles of Management	3
MKT 210	Marketing Principles	3
Business Electives		6 Units
Any Accounting, Business, Economics, Entrepreneurship, Finance, Management, Marketing or Real Estate Courses		
General Education Requirements		9 Units
English/Communications Requirement: Recommended: BUS 107 and BUS 108, or ENG 101 and ENG 102, <i>must be a writing course</i>		6
Mathematics Requirement		3

Suggested Course Sequence

BUSINESS - Certificate of Achievement			
First Semester	Units	Second Semester	Units
ACC 135 or ACC 201	3	BUS 108 or ENG 102	3
BUS 101	3	BUS 115 or MATH 120	3
BUS 107 or ENG 101	3	MGT 201	3
IS 101 or IS 201	3	MKT 210	3
Business Elective	3	Business Elective	3