

2017-2018

## Certificate of Achievement in Business Intern

Complete the following program of study (Major C.204E.CA). Major requirements (18 units minimum). Students who complete the outlined course of study will be prepared for entry-level and first-line supervisory positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, how small businesses are financed and managed, and the importance of employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Course Overview and Selection

#### Core Courses:

| Course   | Course Description                 | Units | Completed | In Progress | Planned |
|----------|------------------------------------|-------|-----------|-------------|---------|
| ACCTG 40 | Applied Accounting                 | 4     |           |             |         |
| BA 18    | Business and the Legal Environment | 4     |           |             |         |
| BA 38    | Operation of the Small Business    | 3     |           |             |         |
| BA 47    | Careers-Business                   | 1     |           |             |         |
| IS 15    | Computer Concepts                  | 3     |           |             |         |
| MKTG 10  | Marketing                          | 3     |           |             |         |

#### Comments: