

**2017-2018****Certificate In Business Intern**

Complete the following program of study (Major C.2042.CN). Major requirements (18 units minimum). Students who complete the outlined course of study will be prepared for entry-level positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand basic business concepts and be able to contribute these skills in any entry-level position in business.

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

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**Course Overview and Selection****Core Courses:**

Course	Course Description	Units	Completed	In Progress	Planned
<b>ACCTG 40</b>	Applied Accounting	<b>4</b>			
<b>BA 10</b>	Introduction to Business	<b>3</b>			
<b>BA 33</b>	Human Relations in Business	<b>3</b>			
<b>BA 38</b>	Operation of the Small Business	<b>3</b>			
<b>BA 47</b>	Careers-Business	<b>1</b>			
<b>IS 10</b>	Keyboarding	<b>1</b>			
<b>IS 15</b>	Computer Concepts	<b>3</b>			

**Notes:**

\*The "Certificate In" is awarded by the business department and will not appear on a student's transcript.

**Comments:**