

2020-2021

Business Intern Certificate of Achievement

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 Law 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: