

2021-2022

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: _____

Course Overview and Selection

Core Courses:

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

Notes:

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

Comments: