

2025 - 2026

Certificate in Entry Level Management

Complete the following program of study (Major C.2180.CN). Major requirements (17 units minimum). Students who complete the outlined course of study will be prepared for entry-level, first-line supervisory positions, especially in the retailing industry. They will have acquired the necessary skills, education, and classroom experience to understand basic management principles and be able to contribute these skills immediately to business firms.

Name: _____ **Student ID:** _____ **Date:** _____

Course Overview and Selection**Core Courses:**

Course	Course Description	Units	Completed	In Progress	Planned
ACCTG 4A	Financial Accounting	4			
BA 10	Introduction to Business	3			
BA 33	Human Relations in Business	3			
*BA 47	Careers - Business	1			
IS 15	Computer Concepts	3			
MKTG 10	Marketing	3			

Notes:

*Business Administration 27 (BA 27 – Students in Free Enterprise SIFE/Collegiate Entrepreneurs Organization) will be allowed as a substitute for BA 47.

Comments: