
BUSINESS

Certificates of Achievement in Business are available in the following areas: accounting technician and small business ownership. These certificates provide students with short-term career training for entry-level employment in a variety of business fields.

Student Learning Outcomes for this certificate are:

- Apply critical and analytical thought in diverse business situations.
- Identify the basic principles of the disciplines which comprise the certificate.
- Identify and apply basic financial analysis tools and critical business skills needed to plan and manage strategic activities.

A. REQUIRED COURSES

1. ACCOUNTING TECHNICIAN

31 units distributed as follows:

All courses as follows (19 units):

BSN 100	Introduction to Business
BSN 102	Business Information Processing and Systems
BSN 104	Business Communication
BSN 190	Business Math
BSN 158A	Electronic Calculator: Beginning
BSN 158B	Electronic Calculator: Intermediate
BSN 158C	Electronic Calculator: Advanced

NOTE: Student must choose to take either (8 units):

BSN 110A Financial Accounting I *and*

BSN 110B Financial Accounting II

or

BSN 152A Fundamentals of Bookkeeping I *and*

BSN 152B Fundamentals of Bookkeeping II

NOTE: Student must choose to take either (4 units):

BSN 111 Computerized Accounting

or

BSN 155A QuickBooks I *and*

BSN 155B QuickBooks II

2. SMALL BUSINESS OWNERSHIP

36 units distributed as follows:

All courses as follows (28 units):

BSN 100	Introduction to Business
BSN 102	Business Information Processing and Systems
BSN 104	Business Communication
BSN 125	Business Management
BSN 135	Principles of Marketing
BSN 190	Business Math
BSN 210	Entrepreneurship

NOTE: Student must choose to take either (4 units):

BSN 110A Financial Accounting I

or

BSN 152A Fundamentals of Bookkeeping I

NOTE: Student must choose to take either (4 units):

BSN 111 Computerized Accounting

or

BSN 155A QuickBooks I *and*

BSN 155B QuickBooks II