

Application for Award CERTIFICATE OF ACHIEVEMENT IN BUSINESS ADMINISTRATION

Academic Plan: H021632D



Instructions to student:

1. Please complete this form.
2. Attach copies of your transcripts which include classes required for this certificate.
3. Return your completed application to Admissions & Records (SSA 218) 310-233-4020, or use your district email account (ends in @ student.laccd.edu) to email completed forms to arhelp@lahc.edu.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester	Year
Required Core (16 units)					
ACCTG 001	Introductory Accounting I	5			
ACCTG 002	Introductory Accounting II	5			
BUS 001	Introduction to Business	3			
BUS 005	Business Law I	3			
Electives (Choose 6 units)					
BUS 031	Business English	3			
BUS 032	Business Communications	3			
BUS 038	Business Computation	3			
BUS 107	E-Commerce for Global Logistics and Entrepreneurs	3			
CIS 101	Introduction to Computers and Their Uses	3			
CIS 190	E-Commerce Essentials	3			
FINANCE 001	Principles of Finance	3			
FINANCE 002	Investments	3			
FINANCE 008	Personal Finance and Investments	3			
INTBUS 001	International Trade	3			
MARKET 001	Principles of Selling	3			
MARKET 021	Principles of Marketing	3			
MGMT 002	Organization and Management Theory	3			
MGMT 013	Small Business Entrepreneurship	3			
MGMT 033	Human Resource Management	3			
SUPV 001	Elements of Supervision	3			
Total Units (Choose 22 units minimum)		22			

Student Name: _____

Student ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

By signing below I certify that all information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Do not write in this box

Granted

Denied

Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date:
