

# Application for Award CERTIFICATE OF ACHIEVEMENT IN BUSINESS ADMINISTRATION

Major Code: 050100



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester	Year
ACCTG 1	Introductory Accounting I	5			
ACCTG 2	Introductory Accounting II	5			
BUS 1	Introduction to Business	3			
BUS 5	Business Law I	3			
BUS 6	Business Law II	3			
BUS 31	Business English	3			
BUS 32	Business Communications	3			
BUS 38	Business Computation	3			
BUS 60	Keyboarding Fundamentals	1			
CAOT 48	Word Processing	3			
CAOT 84	Word Processing	3			
CO INFO 1	Principles of Business Computer Systems I	3			
CO INFO 16	Spreadsheet Applications for Microcomputers	3			
CO INFO 24	Accounting on Microcomputers	2			
INT BUS 1	International Trade	3			
FINANCE 2	Investments	3			
FINANCE 8	Personal Finance and Investments	3			
MARKET 1	Principles of Selling	3			
MARKET 21	Principles of Marketing	3			
MARKET 31	Retail Merchandising	3			
MGMT 2	Organization and Management Theory	3			
MGMT 13	Small Business Management	3			
MGMT 31	Human Relations	3			
MGMT 33	Human Resource Management	3			
REAL ES 1	Real Estate Principles	3			
SUPV 1	Elements of Supervision	3			
<b>Total Units (Choose 30 units minimum)</b>		<b>30</b>			

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:

\_\_\_\_\_

# Application for Award SKILLS CERTIFICATE IN RETAIL MANAGEMENT

Major Code: 050905



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
BUS 32	Business Communications	3			
BUS 38	Business Computations	3			
<b>or</b> MATH 123A	Elementary and Intermediate Algebra I	4			
MGMT 2	Organization & Management Theory	3			
MGMT 31	Human Relations	3			
MARKET 21	Principles of Marketing	3			
	<b>Total Units</b>	<b>15-16</b>			

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: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

\_\_\_\_\_

# Application for Award SKILLS CERTIFICATE IN LEGAL STUDIES

Major Code: 051410



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
ADM JUS 2	Concepts of Criminal Law	5			
BUS 5	Business Law I	3			
BUS 6	Business Law II	3			
CAOT 23	Legal Secretarial Procedures I	3			
REAL ES 5	Legal Aspects of Real Estate	3			
	<b>Total Units</b>	<b>17</b>			

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: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

\_\_\_\_\_

# Application for Award SKILLS CERTIFICATE IN ADVANCED RETAIL MANAGEMENT

Major Code: 050651



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
<b>or</b> ACCTG 21	Bookkeeping and Accounting I	3			
CO INFO 1	Principles of Business Computer Systems I	3			
COMM 101	Oral Communications	3			
MGMT 33	Human Resources Management	3			
MARKET 31	Retail Merchandising	3			
	<b>Total Units</b>	<b>15-17</b>			

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: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

\_\_\_\_\_

# Application for Award SKILLS CERTIFICATE IN MANAGEMENT AND SUPERVISION

Major Code: 050630



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
MGMT 2	Organization & Management Theory	3			
MGMT 13	Small Business Management	3			
MGMT 31	Human Relations	3			
MGMT 33	Human Resources Management	3			
SUPV 1	Elements of Supervision	3			
	<b>Total Units</b>	<b>15</b>			

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: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

\_\_\_\_\_

# Application for Award SKILLS CERTIFICATE IN MARKETING

Major Code: 050900



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
BUS 1	Introduction to Business	3			
INT BUS 1	International Trade	3			
MARKET 1	Principles of Selling	3			
MARKET 21	Principles of Marketing	3			
MARKET 31	Retail Merchandising	3			
	<b>Total Units</b>	<b>15</b>			

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: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

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# Application for Award CERTIFICATE OF ACHIEVEMENT IN GLOBAL TRADE

Major Code: 050800



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
BUS 1	Introduction to Business	3			
BUS 32	Business Communications	3			
INT BUS 1	International Trade	3			
INT BUS 6	International Marketing 1	3			
INT BUS 22	International Management	3			
INT BUS 601	Introduction to Global Trade and Logistics	3			
	<b>Total Units</b>	<b>18</b>			

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: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

\_\_\_\_\_

# Application for Award SKILLS CERTIFICATE IN FINANCE

Major Code: 050101



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
FINANCE 2	Investments	3			
FINANCE 8	Personal Finance and Investments	3			
REAL ES 7	Real Estate Finance	3			
	<b>Total Units</b>	<b>14</b>			

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:

\_\_\_\_\_



# Application for Award SKILLS CERTIFICATE IN BUSINESS

Major Code: 050101



## 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.
4. A notice will be sent to you by email once your application is reviewed and processed.

Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
ACCTG 2	Introductory Accounting II	5			
BUS 5	Business Law I	3			
CO INFO 1	Principles of Business Computer Systems I	3			
	<b>Total Units</b>	<b>16</b>			

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.

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Granted

Denied

Pending

Notes: \_\_\_\_\_

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Reviewed by: \_\_\_\_\_

on date: \_\_\_\_\_

Student notified by email on date:

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