

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			
Total Units (Choose 30 units minimum)		30			

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			
or 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			
	Total Units	15-16			

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 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.
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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			
	Total Units	17			

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
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.
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Course	Name	Units	Grade	Semester Completed	Year Completed
ACCTG 1	Introductory Accounting I	5			
or 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			
	Total Units	15-17			

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
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.
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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			
	Total Units	15			

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: _____

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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 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.
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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			
	Total Units	15			

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: _____

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☐ Denied

☐ Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date: _____

Application for Award CERTIFICATE OF ACHIEVEMENT IN GLOBAL TRADE

Major Code: 050800



Instructions to student:

1. Please complete this form.
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3. Return your completed application to Admissions & Records (SSA 218) 310-233-4020.
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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			
	Total Units	18			

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: _____

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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 FINANCE

Major Code: 050101



Instructions to student:

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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			
	Total Units	14			

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: _____

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☐ 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.
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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			
	Total Units	16			

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: _____

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☐ Denied

☐ Pending

Notes: _____

Reviewed by: _____

on date: _____

Student notified by email on date: _____
