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Career Services Info.
Student & Community
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408-864-5400

Please visit the Counseling Center to apply for certificates and degrees, and for academic planning assistance.

Certificate of Achievement Level Requirements

A minimum "C" grade in each major course.
Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

A.A./A.S. Degree Requirements

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade.
Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).
Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is only offered on a pass/no-pass basis.

Management

Certificate of Achievement

In the Certificate of Achievement in Management program, students learn the fundamentals of general business administration, management, human resources, and leadership, among other areas of study. Students develop practical knowledge and skills for formal management roles or other positions of influence. Successful students will also be prepared for higher-level job responsibilities and be able to communicate more effectively. De Anza College's Management program is built on the ladder concept, whereby students can complete a Certificate of Achievement en route to the Associate in Arts degree.

Student Learning Outcomes - upon completion, students will be able to:

- identify management issues and apply solutions and leadership styles.

1. Meet the requirements for this certificate level.
2. Complete the following.

BUS 10	Introduction to Business	5
BUS 57	Human Resource Management	4
BUS 65	Leadership	5
BUS 96A	Principles of Management	5
Complete one (1) course from the following:		5
BUS 18	Business Law I (5)	
BUS 52	Supervision in the Public Sector (5)	
BUS 55	Introduction to Entrepreneurship (5)	
BUS 56	Human Relations in Business (5)	
BUS 60	International Business Management (5)	
Total Units Required		24

Management

A.A. Degree

The A.A. degree in Management prepares students for a career managing and leading employees in positions such as (but not limited to) Service Manager, Retail Sales Manager, Customer Service Supervisor, Office Manager, Human Resources Coordinator, Employee Benefits Associate, Construction Project Manager, Hotel/Hospitality Supervisor, or Management Trainee. Students learn the fundamentals of general business administration, with an emphasis on management, leadership, and human resource management.

Student Learning Outcomes - upon completion, students will be able to:

- analyze management issues, develop solutions, and compare leadership styles for a given organizational environment.

1. Meet the A.A./A.S. degree requirements.
2. Complete the following.

BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
BUS 21	Business and Society	5
BUS 56	Human Relations in Business	5
BUS 57	Human Resource Management	4
BUS 60	International Business Management	5
BUS 65	Leadership	5
BUS 96A	Principles of Management	5
Complete a minimum of 14 units from the following:		14
BUS 54	Business Mathematics (5)	
BUS 55	Introduction to Entrepreneurship (5)	
BUS 58	The Business Plan (4)	
BUS 70	Principles of E-Business (5)	
BUS 87	Introduction to Selling (4)	
BUS 90	Principles of Marketing (5)	
ACCT 1A	Financial Accounting I (5)	
ECON 1	Principles of Macroeconomics (4)	
SPCH 70	Effective Organizational Communication (4)	

Major	Management	53 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
Total Units Required		90 units