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Business and Computer
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Counseling Center
Student and Community
Services Bldg. 2nd Fl.
408-864-5400

Career Center
Student and Community
Services Bldg. 2nd Fl.
408-864-5711

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

Certificate of Achievement Requirements

A minimum 2.0 GPA ("C" average) in the required units.

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. Major units must be completed with a minimum 2.0 GPA ("C" average).

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 offered on a pass/no-pass basis only.

Management

Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

Table with 2 columns: Course ID and Units. 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:

Table with 2 columns: Course ID and Units. BUS 18 Business Law I (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

Complete the following for the major and meet the A.A./A.S. degree requirements.

Table with 3 columns: Course ID, Course Name, and Units. 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:

Table with 2 columns: Course ID and Course Name. BUS 54 Business Mathematics (5), BUS 55 Introduction to Entrepreneurship (5), BUS 58 The Business Plan (3), BUS 70 Principles of E-Business (4), BUS 87 Introduction to Selling (4), BUS 90 Principles of Marketing (5), ACCT 1A Financial Accounting I (4), COOP 51 Occupational Work Experience (1), COOP 51X Occupational Work Experience (2), COOP 51Y Occupational Work Experience (3), COOP 51Z Occupational Work Experience (4)

Note: Four (4) units in COOP courses may apply.

Table with 3 columns: Course ID, Course Name, and Units. ECON 1 Principles of Macroeconomics (4), SPCH 16 Interpersonal Communication (4) 14

Summary table: 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

† This certificate was submitted for State approval. Please check with the department for the status.