



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

Certificate of Achievement 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 offered on a pass/no-pass basis only.

Business Administration

Certificate of Achievement†

Complete the following and meet the corresponding certificate requirements.

ACCT 1A	Financial Accounting I	4
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
<i>Complete two (2) courses from the following:</i>		7-10
BUS 21	Business and Society (5)	
BUS 54	Business Mathematics (5)	
BUS 55	Introduction to Entrepreneurship (5)	
BUS 56	Human Relations in Business (5)	
BUS 57	Human Resource Management (4)	
BUS 58	The Business Plan (3)	
BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (5)	
BUS 87	Introduction to Selling (4)	
BUS 89	Advertising (5)	
BUS 90	Principles of Marketing (5)	
BUS 96A	Principles of Management (5)	
CIS 3	Business Information Systems (5)	
Total Units Required		21-24

Business Administration

A.A. Degree

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

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
BUS 56	Human Relations in Business	5
BUS 60	International Business Management	5
BUS 90	Principles of Marketing	5
BUS 96A	Principles of Management	5
CIS 3	Business Information Systems	5

Major	Business Administration	47 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

Recommended
Cooperative Education
BUS 21, 54, 55, 57, 58, 59, 65, 69, 70, 80, 85, 87, 89, 93
ECON 1, 2
EWRT 1B or 2 or ESL 6
MATH 10

Entrepreneurship

Certificate of Achievement†

Complete the following and meet the corresponding certificate requirements.

BUS 55	Introduction to Entrepreneurship	5
BUS 59	Promoting Your Small Business	5
<i>Complete three (3) courses from the following:</i>		13-15
BUS 58	The Business Plan (3)	
BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (5)	
BUS 90	Principles of Marketing (5)	
Total Units Required		23-25

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