



# 2009 - 2010 Academic Year

# Management

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Cupertino, CA 95014  
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Business Dept.  
Coordinator  
408-864-8615

Business & Computer  
Systems Division  
Bldg. L1 Rm. L14  
408-864-8796, 8797

Counseling Center  
Student & Community  
Services Bldg. 2nd Fl.  
408-864-5400

Career Center  
Student & 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 "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.

## Management

### Certificate of Achievement †

Complete the following and meet the corresponding certificate requirements.

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

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

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 (3)	
BUS 70	Principles of E-Business (5)	
BUS 87	Introduction to Selling (4)	
BUS 90	Principles of Marketing (5)	
ACCT 1A	Financial Accounting I (4)	
COOP 51 series	COOP 51, 51W, 51X Occupational Work Experience (1-4) Note: Four (4) units in COOP courses may apply.	
ECON 1	Principles of Macroeconomics (4)	
SPCH 16	Interpersonal 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

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