

## **El Camino College Major and Certificate Requirements**

### **Business Administration Major**

Students who intend to complete a four-year baccalaureate program in Business Administration should complete the lower division requirements of the college of their choice.

See a counselor for more specific information.

### **Accounting Major**

Business 1A, 1B, 2A, 2B; Computer Information Systems 13; Law 5; two courses from the following: Business 4, 5A; Law 6

Total Units: 26-27

### **Certificate of Achievement – Accounting**

A Certificate of Achievement will be granted to the student who completes the courses listed below. At least 15 units of the certificate requirements must be completed at El Camino College.

Business 1A, 1B, 2A, 2B, Computer Information Systems 13, Law 5; two courses from the following: Business 4, 5A, Law 6

Total Units: 26-27

### **Business Management Major**

A minimum of 12 units must be completed at El Camino College.

Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28; Law 5

Recommended electives: Business 1B, 17, 90, Computer Information Systems 13

Total Units: 27-28

### **Certificates of Achievement - Business Management**

A Certificate of Achievement will be awarded to the student completing the requirements of the Business Management or Retail Management or International Business options.

Business Management Option: Business 1A or 11; Business 14 or 21; Business 20, 22, 24, 25, 29; Business 27 or 28; Law 5

Total Units: 27-28

Retail Management Option: A minimum of 15 units must be completed at El Camino College. Business 1A or 11; Business 14, 15, 19, 20, 21, 22, 28, 29, Computer Information Systems 13

Total Units: 30-31

International Business Option (pending approval by the California Community Colleges System Office): A minimum of 12 units must be completed at El Camino College. Business 25, 90, 91, 92, 93, 94, 97; two courses from: Anthropology 2, Business 20, Computer Information Systems 30

Total Units: 27

## **Marketing Major**

A minimum of 12 units must be completed at El Camino College.

Business 1A or 11; Business 12 or 24; Business 14, 22, 25; 29; Business 27 or 28; Law 5

Recommended electives: Business 17, 20, 21, 90, Computer Information Systems 13

Total Units: 24-25

## **Certificate of Achievement – Marketing**

A Certificate of Achievement will be awarded to the student completing the courses listed below. A minimum of 12 units must be completed at El Camino College.

Business 1A or 11; Business 12 or 24; Business 14, 22, 25, 29; Business 27 or 28; Law

5. Students who anticipate employment with large businesses are advised to take Business 12. Those interested in smaller enterprises should complete Business 24.

Total Units: 24-25

## **Office Administration Major**

18 units of the major requirements must be completed at El Camino College. Required courses are: Business 16, 27, 28, 41, 43, 52A, 52B, 54. In addition, students must complete the Office Systems Option or the Management Option.

Office Systems Option: Business 40, 55, Business 60C; two courses from Business 49abcd, 56abcd, 57abcd; one course from: Computer Information Systems 26, 28

Total Units: 32

Management Option: Business 22, 29, 60B; three courses from: Business 1A or 11, Business 20, 25, Computer Information Systems 13

Total Units: 36-37

## **Certificates of Achievement - Office Administration**

Bookkeeping Clerk Option: A Certificate of Achievement will be granted to students completing the courses listed below. A minimum of 10 units must be completed at El Camino College. All units must be completed within five years of the date of issue of the certificate. Students who have questions regarding this requirement should contact the Counseling Division or Evaluations Unit for a waiver petition.

Business 11 or 1A; Business 15, 16, 40, 41, 43, 60B; Business 3 or Computer Information Systems 26; Business 54 or Computer Information Systems 13

Total Units: 20-23

Office Applications Specialist Option: A Certificate of Achievement will be granted to students completing the courses listed below. A minimum of 11 units must be completed at El Camino College. All units must be completed within five years of the date of issue of the certificate. Students who have questions regarding this requirement should contact the Counseling Division or Evaluations Unit for a waiver petition.

Business 16, 27, 40, 52A, 52B, 54, 55, 60C; two courses from Business 49abcd, 56abcd, 57abcd

Total Units: 21

Office Clerk Option (pending approval by the California Community Colleges System Office): A Certificate of Achievement will be granted to students completing the courses listed below. A minimum of 7 units must be completed at El Camino College. All units must be completed within five years of the date of issue of the certificate. Students who have questions regarding this requirement should contact the Counseling Division or Evaluations Unit for a waiver petition.

Business 16, 40, 41, 43, 60B, 60C; Business 52A and 52B or Business 54

Total Units: 14

Preparation for the Transfer Major

For information on specific university major requirements, please obtain a transfer curriculum guide sheet in the Counseling Services Center, consult with your counselor, or visit the Transfer Center. You may use the transfer major requirements to help you fulfill your associate degree requirements.