



# East Los Angeles College

## Business Administration

2015-2016 Skills Certificate and Certificate of Achievement  
 Grades for all courses must be "C" or better.



### Skills Certificate

#### Accounting Assistant

Subject	Course	Units	Completed
ACCTG 1	Introductory Accounting I	5	
<b>Total Units Required</b>		<b>5</b>	

#### Advanced Accounting Specialist

Subject	Course	Units	Completed
ACCTG 1	Introductory Accounting I	5	
ACCTG 2*	Introductory Accounting II	5	
<b>Total Units Required</b>		<b>10</b>	

\*This course has a prerequisite.

#### Accounting Using Quickbooks Pro

Subject	Course	Units	Completed
ACCTG 32	Accounting Using QuickBooks Pro	3	
<b>Total Units Required</b>		<b>3</b>	

#### Advanced Government Accounting Specialist

Subject	Course	Units	Completed
ACCTG 45	Governmental Accounting I	3	
ACCTG 46*	Governmental Accounting II	3	
<b>Total Units Required</b>		<b>6</b>	

\*This course has a prerequisite.

#### Real Estate Agent

Subject	Course	Units	Completed
REAL ES 1	Principals of Real Estate	3	
<b>Total Units Required</b>		<b>3</b>	

#### Real Estate Appraisal Trainee

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Appraiser. An appraisal by a licensed appraiser is required for virtually all real estate transactions. There are employment opportunities for appraisers in the banking, insurance, and real estate industries. Much of the coursework is done hands-on using the department's real estate computer laboratory.

Subject	Course	Units	Completed
REAL ES 9	Real Estate Appraisal I	3	
REAL ES 10	Real Estate Appraisal II	3	
REAL ES 21	Real Estate Economics	3	
<b>Total Units Required</b>		<b>9</b>	

#### Computer Essentials

Subject	Course	Units	Completed
CO SCI 200*	Microcomputers in Business	3	
CO SCI 201	Introduction to Computers and Their Uses	3	
<b>Total Units Required</b>		<b>6</b>	

#### Real Estate Escrow

This program is designed to prepare students for employment in an Escrow Office. Much of the coursework is hands-on using the department's real estate computer laboratory.

Subject	Course	Units	Completed
REAL ES 11	Escrow Principles	3	

**TWO COURSES FORM THE FOLLOWING: 6 UNITS**

REAL ES 1	Real Estate Principles	3	
REAL ES 3	Real Estate Practices	3	
REAL ES 5	Legal Aspects of Real Estate I	3	
REAL ES 7	Real Estate Finance	3	
<b>Total Units Required</b>		<b>9</b>	

\*This course has a prerequisite.

#### Real Estate Sales

This program prepares students for the State Real Estate Salesperson Licensing Examination. A Licensed Real Estate Salesperson sells houses and other real estate under the guidance of a Licensed Real Estate Broker.

Subject	Course	Units	Completed
REAL ES 1	Real Estate Principles	3	
REAL ES 3	Real Estate Practices	3	

**ONE COURSE FROM THE FOLLOWING: 3 UNITS**

LAW 1	Business Law I	3	
REAL ES 5	Legal Aspects of Real Estate I	3	
REAL ES 7	Real Estate Finance	3	
REAL ES 9	Real Estate Appraisal I	3	
REAL ES 11	Escrow Principles	3	
REAL ES 21	Real Estate Economics	3	
ACCTG 1	Introductory Accounting I	5	
<b>Total Units Required</b>		<b>9-11</b>	

\*This course has a prerequisite.

# Certificate of Achievement

## Business Management

This program is designed for the ambitious student to advance to a position of responsibility in a business organization and for the student preparing to go into business for himself/herself.

Subject	Course	Units	Completed
ACCTG 1	Introductory Accounting I	5	
BUS 1	Introduction to Business	3	
CO SCI 201	Introduction to Computers and Their Uses	3	
FINANCE 2	Investments	3	
<b>OR</b>			
FINANCE 8	Personal Finance and Investments	3	
SUPV 1	Elements of Supervision	3	
MGMT 13	Small Business Entrepreneurship	3	
MGMT 15	Small Business Management II	3	
MARKET 1	Principles of Selling	3	
MARKET 11	Fundamentals of Advertising	3	
MARKET 31	Retail Merchandising	3	
PUB REL 1	Principles of Public Relations	3	
<b>Total Units Required</b>		<b>35</b>	

## Accounting

This program is designed to give the student specific knowledge of accounting and an overall view of business, law and data processing. It would allow the student to take advantage of enormous opportunities in public, private or government sectors.

Subject	Course	Units	Completed
ACCTG 1	Introductory Accounting I	5	
<b>OR</b>			
ACCTG 21	Bookkeeping and Accounting I	3	
<b>AND</b>			
ACCTG 22	Bookkeeping and Accounting II	3	
ACCTG 2*	Introductory Accounting II	5	
ACCTG 3*	Intermediate Accounting I	3	
ACCTG 15*	Tax Accounting I	3	
ACCTG 28	Accounting Computer Laboratory	2	
BUS 1	Introduction to Business	3	
BUS 15	Business Statistics	3	
LAW 1	Business Law I	3	
CO SCI 201	Introduction to Computers and Their Uses	3	
CO SCI 200*	Microcomputers in Business	3	
ACCTG 11*	Cost Accounting	3	
<b>OR</b>			
ACCTG 12*	Auditing	3	
<b>OR</b>			
ACCTG 16*	Tax Accounting II	3	
<b>Total Units Required</b>		<b>36-37</b>	

\*This course has a prerequisite.

## Computer Science Information Technology - Microcomputers

This program is designed to give students fundamental entry-level job skills, a marketable level of computer literacy, and an opportunity to transfer most of the Computer Science Information Technology courses to a four-year university. These courses provide students with the basics of computer concepts, terminology, applications software, programming and the Internet.

Subject	Course	Units	Completed
CO SCI 200*	Microcomputers in Business	3	
CO SCI 201	Introduction to Computers and Their Uses	3	
CO SCI 208*	Beginning BASIC Programming	3	
CO SCI 233*	Microcomputer Database Programming	3	
CO SCI 234	Operating Systems	3	
CO SCI 237	Teleprocessing Systems and Protocols	3	
<b>Total Units Required</b>		<b>18</b>	

\*This course has a prerequisite.

## Computer Science Information Technology - Programming

This program enables students to gain much needed programming experience with mainframe computers as well as microcomputers. These experiences will enable students to advance from several entry-level jobs to higher positions in supervision, business management, and systems analysis.

Subject	Course	Units	Completed
CO SCI 201	Introduction to Computers and Their Uses	3	
CO SCI 208	Beginning BASIC Programming	3	
CO SCI 233*	Microcomputer Database Programming	3	
CO SCI 243	Programming in C++	3	
CO SCI 290	Programming in JAVA	3	
<b>Total Units Required</b>		<b>15</b>	

\*This course has a prerequisite.

## Marketing

This program is designed to train students to advance in positions such as retail sales, insurance sales, department manager and buyer, chain store manager, credit manager, advertising salesperson, and wholesale sales work. The program is also planned for those who plan to operate their own business.

Local Business associations cooperate in offering suitably paid employment experience to students.

Subject	Course	Units	Completed
<b>BUS 1</b>	Introduction to Business	3	
<b>BUS 15</b>	Business Statistics	3	
<b>CO SCI 201</b>	Introduction to Computer Information Systems	3	
<b>SUPV 1</b>	Elements of Supervision	3	
<b>MGMT 13</b>	Small Business Entrepreneurship	3	
<b>MGMT 15</b>	Small Business Management II	3	
<b>MARKET 1</b>	Principles of Selling	3	
<b>MARKET 11</b>	Fundamentals of Advertising	3	
<b>MARKET 12</b>	Advertising Copy and Layout	3	
<b>MARKET 31</b>	Retail Merchandising	3	
<b>SOC 4</b>	Sociological Analysis	3	
<b>OR</b>			
<b>PSYCH 13</b>	Social Psychology	3	
<b>Total Units Required</b>		<b>33</b>	

## Real Estate Broker

This program is designed to prepare students to take the examination to become a State Licensed Real Estate Broker. A licensed real estate broker sells houses and other real estate properties independently or under the guidance of another broker.

Subject	Course	Units	Completed
<b>REAL ES 3</b>	Real Estate Practices	3	
<b>REAL ES 5</b>	Legal Aspects of Real Estate I	3	
<b>REAL ES 7</b>	Real Estate Finance I	3	
<b>REAL ES 9</b>	Real Estate Appraisal I	3	
<b>REAL ES 21</b>	Real Estate Economics	3	
<b>THREE COURSES FROM THE FOLLOWING: 9 - 11 UNITS</b>			
<b>ACCTG 1</b>	Introductory Accounting I	5	
<b>LAW 1</b>	Business Law I	3	
<b>REAL ES 1</b>	Real Estate Principles	3	
<b>REAL ES 11</b>	Escrow Principles	3	
<b>Total Units Required</b>		<b>24-26</b>	
*This course has a prerequisite.			