

## BUSINESS: SMALL BUSINESS ADMINISTRATION

CERTIFICATE OF PROFICIENCY

**START HERE**

FALL 1

COURSE		UNITS	REQUIREMENT	COA GE AREA	COMPLETION
BUS 10	Introduction to Business	3	Major		<input type="checkbox"/>
BUS 54	Small Business Management	3	Major		<input type="checkbox"/>
BUS 225	The Professional Office Environment	or			
BUS 208	Communication Skills for Technicians	3	Major		<input type="checkbox"/>
NOTES:					

9 Semester Units



You've **FINISHED**



**APPLY NOW**



[alameda.peralta.edu/apply](http://alameda.peralta.edu/apply)

### COMPLETE THE FAFSA

APPLICATIONS OPEN IN OCTOBER!



[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

STARTING SPRING OR SUMMER?

NO PROBLEM! MEET WITH A COUNSELOR TO DISCUSS YOUR OPTIONS!

15 UNITS PER SEMESTER



GRADUATE ON TIME AND SAVE MONEY!

### PERALTA SCHOLARSHIPS



<https://peraltafoundation.org/scholarships/>

### INTERSESSION

COMPLETE 3 UNITS IN 4 WEEKS (FULLY ONLINE!)



<https://alameda.peralta.edu/office-of-instruction/intercession-course-listing/>

### LEARNING RESOURCE CENTER

- FREE TUTORING!
- LIBRARY & OPEN COMPUTER LABS
- MATH LAB
- WRITING CENTER / LANGUAGE LAB
- MESA CENTER
- ENGLISH & MATH WORKSHOPS
- TECHNOLOGY STUDY SKILL WORKSHOPS



[alameda.peralta.edu/student-service/learning-resource-center](http://alameda.peralta.edu/student-service/learning-resource-center)