

## **BUSINESS MANAGEMENT CERTIFICATE OF ACHIEVEMENT**

Business Management prepares students for positions of responsibility in organizations including retail, manufacturing, service businesses, non-profits, and governmental agencies. The Business Management major offers students the opportunity to acquire or upgrade skills in the areas of management, marketing, finance, accounting, information technology management, and entrepreneurship. These skills will assist students in the pursuit and managerial careers and successful performance in these positions.

<b>Required Courses:</b>		<b>Units</b>
BUS 50	Mathematical Applications in Business	3
BUS 136	Introduction to Management	3
BUS 200	Financial Accounting	4
BUS 230	Introduction to Business	3
CSC 104	Computers and Computer Applications	3
<b>Plus 3 additional units selected from the following:</b>		<b>Units</b>
BUS 107	Customer Service	3
BUS 132	Entrepreneurial Management	3
BUS 134	Human Relations in Business	3
BUS 150	Entrepreneurial Marketing	3
BUS 151	Introduction to Marketing	3
BUS 170	Business Communication Skills for Managers	3
BUS 201	Managerial Accounting	4
BUS 212	The Legal Environment of Business	3
CED 196	Occupational Work Experience Education	1 - 4
<b>Total units required for Certificate</b>		<b>19</b>

### *Program Level Student Learning Outcomes:*

1. Attain skills and knowledge appropriate for an entry level position in business management.
2. Demonstrate clear understanding of complex nature of business management in a diverse global economy and financial system.
3. Integrate knowledge of business management principles and vocabulary in various business organizations.
4. Demonstrate critical thinking and decision-making, and communication skills in the business environment.