

# BUSINESS MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

The Business Management Certificate of Achievement will prepare students to compete for management positions within an organization. These positions would include responsibilities for formulating and implementing policies, employee relations, long-range planning, and overseeing the work of other levels within the organization.

Through coursework with an interdisciplinary focus, students will explore market trends and topics in workplace diversity, leadership, time management and social skills. Program-wide emphasis is placed on the importance of teamwork, strength leadership and global mindsets. Students will collaborate with prospective peers to complete presentations on subjects such as consumer behavior, globalization, human capital and organizational culture.

Course ID	Title	Units/Hours
<b>Required Core Courses</b>		<b>22</b>
ACCT R101 or ACCT R101H	Financial Accounting Honors: Financial Accounting	
BUS R100	Introduction to Entrepreneurship	
BUS R103	Business Mathematics	
BUS R111	Business Law	
BUS R120	Introduction to Business	
BUS R121	Introduction to Management	
BUS R122	Human Resource Management	
BUS R140	Business Communications	
<b>Complete a minimum of 6 units from the following courses:</b>		<b>6</b>
BUS R124	Organizational Behavior	
BUS R125	Personal Finance	
BUS R134	Marketing for Small Business	
BUS R135	Social Media Marketing	
CIS R100	Introduction to Computer Information Systems	
COMM R101	Introduction to Oral Communication	
ECON R201 or ECON R201H	Introduction to the Principles of Microeconomics Honors: Introduction to the Principles of Microeconomics	
ECON R202 or ECON R202H	Introduction to the Principles of Macroeconomics Honors: Introduction to the Principles of Macroeconomics	
<b>Complete a minimum of 3 units from the following courses:</b>		<b>3</b>
BIS R122	Microsoft Office	
BIS R123	Microsoft Excel	
BIS R124	Microsoft Access	
<b>Total Units Required for the Certificate</b>		<b>31</b>

To complete the Certificate of Achievement, students must also meet requirements in scholarship and residency. Refer to Earn a Certificate of Achievement section in this catalog for specific information.

Year 1		Units/Hours
<b>Fall Semester</b>		
ACCT R101 or ACCT R101H	Financial Accounting or Honors: Financial Accounting	3
BUS R100	Introduction to Entrepreneurship	1
BUS R120	Introduction to Business	3
<b>Units/Hours</b>		<b>7</b>
<b>Spring Semester</b>		
BUS R121	Introduction to Management	3
BUS R140	Business Communications	3
<b>Units/Hours</b>		<b>6</b>
<b>Summer Semester</b>		
Select one course from elective list		3
<b>Units/Hours</b>		<b>3</b>
<b>Year 2</b>		
<b>Fall Semester</b>		
BUS R103	Business Mathematics	3
BUS R111	Business Law	3
Select one course from elective list		3
<b>Units/Hours</b>		<b>9</b>
<b>Spring Semester</b>		
BUS R122	Human Resource Management	3
Select one course from CAOT elective list		3
<b>Units/Hours</b>		<b>6</b>
<b>Total Units/Hours</b>		<b>31</b>

Upon successful completion of this program, students will be able to:

- Write clearly and accurately in a variety of business contexts and formats while checking, editing, and revising their written work for correct information, appropriate emphasis, form, style, and grammar.
- Understand management concepts and approaches including planning for, organizing, and controlling organizational resources, preparing for and managing organizational change, and managing and leading people.
- Apply rules and principles to new business situations.
- Formulate ways of accessing and interpreting business information from beyond their immediate spheres.
- Demonstrate personal conduct that reflects an ethical understanding of complex business, economic and social issues.
- Demonstrate collaboration skills by working effectively with others in-group settings – both inside and outside the classroom.
- Interpret how information technology affects business operations, and utilize business technologies to their advantage.