

BUSINESS MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Business Management enables students to become effective managers of business situations, projects, and personnel. The curriculum will provide the necessary skills to contribute to the company's bottom line. A variety of courses will provide a foundation of general management theory and practice, accounting, introduction to business and economics, and communications.

The purpose of the Certificate of Achievement in Business Management is to prepare non-transfer students for entry-level supervisory positions and/or provide knowledge and skill as a foundation for business ownership.

Course ID	Title	Units/ Hours
Required Core Courses		
ACCT V03	Introduction to Accounting	3
BUS V17	Computer Applications	3
BUS V30	Introduction to Business	3
BUS V31	Organization and Management	3
BUS V45	Business Communications	3
Required Core Units		15
Required Additional Courses		
List A: Select one of the following courses:		
BUS V32	Human Resource Management	3
BUS V33	Business Law	3
List B: Select one of the following courses:		
BUS/CD V38	Small Business Management	3
BUS V43	International Business	3
BUS V44	Business English	3
BUS V46	Marketing	3
Required Additional Units		6
Total Units		21

Recommended Courses

In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of Business Management consider taking the following course: ECON V01A Principles of Macroeconomics (Units: 3). Although this supplemental course may be of value to the student, please note that it does NOT satisfy the requirements for this degree.

Year 1		
Fall Semester		Units/Hours
ACCT V03	Introduction to Accounting	3
BUS V17	Computer Applications	3
BUS V30	Introduction to Business	3
Units/Hours		9
Spring Semester		
BUS V31	Organization and Management	3
BUS V45	Business Communications	3

BUS V32 or BUS V33	Human Resource Management or Business Law	3
BUS/CD V38 or BUS V43 or BUS V44 or BUS V46	Small Business Management or International Business or Business English or Marketing	3
Units/Hours		12
Total Units/Hours		21

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

- Explain the fundamental principles of business.
- Examine various approaches to decision-making.
- Create, analyze, and interpret written and verbal communication in business applications.
- Demonstrate an understanding of contemporary issues and theories in the areas of management and human resources systems.