

Business

Award Type: Certificate of Achievement

The business certificate prepares students for immediate employment in entry-level management positions. The coursework can be applied to the associate of science degree program in business. Students will recall and apply significant business principles, produce work-based learning projects, and demonstrate the ability to follow oral and written instructions.

The graduate of the Certificate of Achievement in Business will:

- Recall significant business issues, theories, and applications relevant to entry-level management positions.
- Complete core business courses which may be combined with general education and accounting courses to meet requirements for an A.S. Degree in Business.
- Apply business principles to produce work-based learning projects related to entry-level management positions.
- Demonstrate the ability to follow instructions on assignments and in class activities.

Program Requirements

A major of 24 units is required for the degree.

Course Number	Course Title	Units
BUS 101	Introduction to Business	3.0
BUS 102	Marketing	3.0
BUS 104	Business Organization and Management	3.0
BUS 107	Human Relations in Business	3.0
BUS 110	Business Law	3.0
BUS 160	Business Communications	3.0
BUS 302	Essentials of Management	3.0
CBIS 101	Computer Concepts & Applications	3.0
	or	
CBIS 141	Microsoft Excel-Comprehensive	3.0
	or	
CBOT 131	Introduction to Word Processing	3.0