

BUSINESS, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible

See individual concentrations for Banner Code and Control Number.

The Business program consists of various concentrations that will prepare an individual to have an understanding of business practices and provides students with the opportunity to select specific courses to meet their professional or personal business goals. These concentrations will provide entry-level professionals with knowledge and skills to work in a variety of business environments.

Program Level Student Learning Outcomes

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

1. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information based approach.
2. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.
3. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.

Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. A grade of P (Pass) is acceptable, however, the student must meet an overall GPA requirement of 2.0 to receive the certificate. To receive the certificate, a student must file a petition for graduation during their final semester prior to the application deadline as noted on the Coastline Graduation webpage (<https://www.coastline.edu/student-life/graduation.php>).

Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

| Course | Title | Units |
|---------------|--|-------|
| Required Core | | |
| BUS C100 | Introduction to Business | 3 |
| BUS C110 | Business Law/Legal Environment of Business | 3 |

| Course | Title | Units |
|------------------|---------------------------|-------|
| BUS C150 | Introduction to Marketing | 3 |
| MS C100 | Principles of Management | 3 |
| Total Core Units | | 12 |

Select three courses from one concentration

Concentration in Business Administration

Financial Aid Eligible

Banner Code: 3_CN_BADM

Control Number: 23050

| Course | Title | Units | |
|--------------------------------|---|--------------|------|
| Select three of the following: | | | |
| ACCT C116 | ACCT for Non-Financial Managers, Entrepreneurs, Business Owners | 9-10 | |
| BUS C101 | Introduction to Project Management | | |
| BUS C118 | Introduction to International Business | | |
| CIS C111 | Information Systems, Programming, and Database Management | | |
| ECON C110 | Economic Issues and Policy | | |
| ECON C170 | Principles of Microeconomics | | |
| ECON C175 | Principles of Macroeconomics | | |
| MS C101 | Management and Employee Communication | | |
| MS C102 | Human Relations in Business | | |
| MS C144 | Introduction to Leadership | | |
| BUS C283 | Work Based Learning | | |
| or BUS C284 | Work Based Learning | | |
| Total for Concentration | | | 9-10 |
| Required Core | | | 12 |
| Total Units | | 21-22 | |

Concentration in General Business

Financial Aid Eligible

Banner Code: 3_CN_GBUS

Control Number: 20344

| Course | Title | Units | |
|--------------------------------|---|-------|------|
| Select three of the following: | | | |
| ACCT C100 | Introduction to Accounting | 9-10 | |
| BUS C120 | Personal Finance | | |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | | |
| CIS C100 | Introduction to Information Systems | | |
| CIS C111 | Information Systems, Programming, and Database Management | | |
| MS C104 | Human Resource Management | | |
| PHIL C115 | Logic and Critical Thinking | | |
| PHIL C120 | Ethics | | |
| BUS C281 | Work Based Learning | | |
| or BUS C282 | Work Based Learning | | |
| or BUS C283 | Work Based Learning | | |
| or BUS C284 | Work Based Learning | | |
| Total for Concentration | | | 9-10 |

| Course | Title | Units |
|--------------------|-------|--------------|
| Required Core | | 12 |
| Total Units | | 21-22 |

Concentration in Human Resources Management

Financial Aid Eligible

Banner Code: 3_CN_BHR

Control Number: 20346

| Course | Title | Units |
|--------------------------------|---|--------------|
| Select three of the following: | | 9-10 |
| CIS C111 | Information Systems, Programming, and Database Management | |
| MS C101 | Management and Employee Communication | |
| MS C102 | Human Relations in Business | |
| MS C104 | Human Resource Management | |
| BUS C283 or BUS C284 | Work Based Learning | |
| Total for Concentration | | 9-10 |
| Required Core | | 12 |
| Total Units | | 21-22 |

Concentration in Marketing

Financial Aid Eligible

Banner Code: 3_CN_BUSM

Control Number: 23048

| Course | Title | Units |
|--------------------------------|---|--------------|
| Select three of the following: | | 9-10 |
| BUS C120 | Personal Finance | |
| BUS C130 | E-Commerce: Strategic Thinking and Management | |
| BUS C222 | Entrepreneurship and Small Business Operations and Management | |
| CIS C111 | Information Systems, Programming, and Database Management | |
| MCOM C100 | Introduction to Mass Communications | |
| BUS C283 or BUS C284 | Work Based Learning | |
| Total for Concentration | | 9-10 |
| Required Core | | 12 |
| Total Units | | 21-22 |