BUSINESS, CERTIFICATE OF ACHIEVEMENT

Banner Code: 3_CN_BSNS
Control Number: 23044
Financial Aid Eligible

The Business certificate is designed to help students explore an educational path in business to achieve employment or promotion at a small, medium, or large firm. Graduates will be conversant in business terminology, business functions, communication, planning, organizing, and decision-making. Coursework exposes students to the fields of marketing, human resource management, operations and manufacturing, accounting, and finance. Students may select specific elective courses to meet their professional or educational goals. The courses in the program allow for further career and industry research.

Program Level Student Learning Outcomes

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

1. Effectively communicate solutions to business problems using appropriate business terms and strategies.
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.

Review Graduation Requirements (https://catalog.cccd.edu/coastline/graduation-requirements/certificates/#achievementtext).

Course	Title	Units
Required Courses		
BUS C100	Introduction to Business [1]	3
BUS C110	Business Law/Legal Environment of Business	3
BUS C150	Introduction to Marketing	3
MGMT C100	Principles of Management	3
Program Electives		
Complete 6 units from the following:		6
ACCT C100	Introduction to Accounting	
ACCT C101	Financial Accounting [1]	
ACCT C102	Managerial Accounting [1]	
ACCT C116	ACCT for Non-Financial Managers, Entrepreneurs, Business Owners	
BUS C101	Introduction to Project Management	
BUS C118	Introduction to International Business	
BUS C120	Personal Finance	
BUS C139	Business Communication [1]	
or ENGL C136	Business Communication	
BUS C141	Introduction to Entrepreneurship	
BUS C281	Work Based Learning	
or BUS C282	Work Based Learning	
or BUS C283	Work Based Learning	
or BUS C284	Work Based Learning	
CIS C100	Introduction to Information Systems	
or CIS C111	Information Systems, Programming, and Database Management	
or CYBR C101	Introduction to Cybersecurity	
MGMT C111	Human Resource Management	
MGMT C115	Human Relations in Business	
MGMT C171	Supply Chain Management Fundamentals	
CMST C100	Interpersonal Communication [2]	
CMST C110	Public Speaking [2]	
CMST C150	Intercultural Communication [2]	
MCOM C100	Introduction to Mass Communications	
ECON C110	Economic Issues and Policy	
ECON C170	Principles of Microeconomics [1,2]	
ECON C175	Principles of Macroeconomics [1,2]	
PHIL C115	Logic and Critical Thinking	
PHIL C120	Ethics	
PHIL C140	Business and Organizational Ethics	
Total Units		**18**

[1]

These courses are required in the Business Administration 2.0 Associate in Science for Transfer degree.

[2]

These courses also satisfy General Education (CSU-GE or IGETC) requirements.