

MANAGEMENT (APPLIED), CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible

This Pace+ Management (Applied) Certificate of Achievement program is a building block towards completion of the Management (Applied) Associate of Science. The program's courses leverage the existing business knowledge, skills, and abilities each student brings to the program as it prepares students to advance in their careers and educational paths. The pre-planned pathway of coursework and competencies builds on prior learning, ensuring students are best prepared to succeed as they move through the program. For students with work experience, this program will provide them with the knowledge and skills to move up the career ladder to a professional role or to progress further along a professional career path in a variety of roles.

Topics include team management, interpersonal communication and working with others, business office technology, and business communication. The certificate provides preparation for potential careers, including General and Operations Managers, Administrative Services Managers, Facilities Managers, and Transportation, Storage, and Distribution Managers.

Program Learning Outcomes

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and data-driven approach.
3. 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.
4. Formulate strategies that embrace diversity within organizations and create inclusive organizational cultures.

Course	Title	Units
Required Core		
Complete the following:		
BUS C100	Introduction to Business #	3
BUS C110	Business Law/Legal Environment of Business #	3
or CMST C100	Interpersonal Communication	
BUS C139	Business Communication #	3
MGMT C100	Principles of Management	3
MGMT C115	Human Relations in Business	3
CIS C105	Introduction to Business Office Technology	3

Required Concentration

Select a minimum of 6 units from one concentration below:

(Courses may not have been used to complete Core requirements)

Concentration: Accounting		
ACCT C100	Introduction to Accounting	

Course	Title	Units
ACCT C116	ACCT for Non-Financial Managers, Entrepreneurs, Business Owners	
Concentration: Business Operations		
BUS C101	Introduction to Project Management	
BUS C141	Introduction to Entrepreneurship	
Concentration: Technology		
CIS C100	Introduction to Information Systems	
or CIS C205	Principles of Information Systems	
or CYBR C101	Introduction to Cybersecurity	
Concentration: General Management Studies		
ACCT C101	Financial Accounting #	
ACCT C102	Managerial Accounting #	
BUS C118	Introduction to International Business	
BUS C120	Personal Finance	
BUS C150	Introduction to Marketing	
CIS C100	Introduction to Information Systems	
or CIS C111	Information Systems, Programming, and Database Management	
or CYBR C101	Introduction to Cybersecurity	
CMST C100	Interpersonal Communication	
COMM C1000 (COMM C1000)	Introduction to Public Speaking *	
CMST C150	Intercultural Communication *	
ECON C170	Principles of Microeconomics **	
ECON C175	Principles of Macroeconomics **	
PHIL C140	Business and Organizational Ethics	
BUS C281	Work Experience Education	
or BUS C282	Work Experience Education	
or BUS C283	Work Experience Education	
or BUS C284	Work Experience Education	
Total Units		24-26

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

* These courses also satisfy General Education (Cal-GETC) requirements.