

# MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

3\_CN\_MGMT

The Management Certificate program provides a broad introduction to business management.

## Program Level Student Learning Outcomes

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

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 information-based 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.

## Certificate Graduation Requirements

A Certificate is awarded upon completion of the required coursework with a grade of C or higher in each course. To receive the certificate, the student must file a petition for graduation during his/her final semester. In addition:

### Certificate of Achievement

- 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
<b>Required Core</b>		
Students will complete all of the following:		
BUS C100	Introduction to Business	3
BUS C110	Business Law/Legal Environment of Business	3
BUS C120	Personal Finance	3
BUS C150	Introduction to Marketing	3
MS C102	Human Relations in Business	3
<b>Program Electives</b>		
Select 9-11 units of the following:		9-11
ACCT C100	Introduction to Accounting	
ACCT C101	Financial Accounting <sup>1</sup>	
ACCT C102	Managerial Accounting <sup>1</sup>	
ACCT C116	ACCT for Non-Financial Managers, Entrepreneurs, Business Owners	

Course	Title	Units
BUS C101	Introduction to Project Management	
BUS C130	E-Commerce: Strategic Thinking and Management	
BUS C222	Entrepreneurship and Small Business Operations and Management	
CIS C100	Introduction to Information Systems	
CIS C111	Information Systems, Programming, and Database Management	
CMST C110	Public Speaking	
ECON C170	Principles of Microeconomics <sup>1</sup>	
ECON C175	Principles of Macroeconomics <sup>1</sup>	
MS C100	Business Organization and Management	
MS C101	Management and Employee Communication	
MS C104	Human Resource Management	
MS C144	Introduction to Leadership	
MS C283	Work Based Learning	
or MS C284	Work Based Learning	
PHIL C140	Business and Organizational Ethics	
<b>Total for Major</b>		<b>24-26</b>

<sup>1</sup> These courses are recommended for transfer students majoring in business areas.