

MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Banner Code: 3_CN_MGMT

Control Number: 20356

Financial Aid Eligible

This Management certificate program prepares students to progress in their careers and educational paths. For those who are currently working, this program will provide them with the knowledge and skills to move up the career ladder or to progress further along a supervisor/manager career path. For those preparing to earn a degree in Management, these courses are the foundation for this degree. These courses also support transferring to a four-year university to earn a bachelor's degree in business, as these courses fulfill several transfer requirements.

Courses required for this certificate build and upgrade skills in leading and managing people while enhancing individual and organizational effectiveness within the workplace. Courses focus on the traditional managerial framework of leading, organizing, planning, communicating, training, and controlling. Coursework emphasizes embracing diversity within organizations and creating inclusive organizational cultures. Potential careers include General and Operations Managers, Administrative Services Managers, Industrial Production Managers. Management positions are required in many industries and in businesses of many sizes.

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 data-drive 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.

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		
Complete the following:		
BUS C100 or ENGL C136	Introduction to Business ¹ Business Communication	3
BUS C110	Business Law/Legal Environment of Business ¹	3
MGMT C100 or MS C100	Principles of Management Principles of Management	3
MGMT C115 or MS C102	Human Relations in Business Human Relations in Business	3
MGMT C111 or MS C104	Human Resource Management Human Resource Management	3
Electives		
Complete three units of the following:		
ACCT C100	Introduction to Accounting	3
ACCT C101	Financial Accounting ¹	
ACCT C102	Managerial Accounting ¹	
BUS C101	Introduction to Project Management	
BUS C118	Introduction to International Business	
BUS C120	Personal Finance	
BUS C150	Introduction to Marketing	
BUS C142	Entrepreneurial Marketing and Operations	
CIS C100 or CIS C111 or CYBR C101	Introduction to Information Systems Information Systems, Programming, and Database Management Introduction to Cybersecurity	
CMST C100	Interpersonal Communication ²	
CMST C110	Public Speaking ²	
CMST C150	Intercultural Communication ²	
ECON C170	Principles of Microeconomics ^{1,2}	
ECON C175	Principles of Macroeconomics ^{1,2}	
PHIL C140	Business and Organizational Ethics	
BUS C281 or BUS C282 or BUS C283 or BUS C284	Work Based Learning Work Based Learning Work Based Learning Work Based Learning	
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.