

BUSINESS ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

Banner code: 2_CN_BSAD

Financial aid: Eligible

This program is designed to prepare students for careers in business in both the private and public sectors. The curriculum is suitable for students who are looking to enter the workforce for the first time, as well as working students who want to learn business fundamentals to help them advance in their current jobs. This program will prove to be valuable to any student who wishes to attain a general business education to bolster their current skill set.

Program Level Learning Outcomes

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

1. Identify, analyze, and solve a variety of business problems.
2. Develop an understanding of business issues to make informed business decisions.
3. Demonstrate effective communication skills used in today's business environment.
4. Possess knowledge of financial report preparation and interpretation.

Certificate of Achievement Requirements

This certificate goes through the State approval process and requires a minimum of 12 units of coursework in a particular academic or occupational area. The certificate programs normally include only those courses which have a direct bearing upon specialized occupational competency since the objective of earning the career certificate is immediate employment in a specialized area. Upon successful completion of the program and completing the application, the student will receive the certificate and be recognized at the graduation ceremony. In order to earn a Certificate of Achievement all courses that apply to the certificate must be completed with a minimum grade of "C" in each course unless otherwise stated. A minimum of 12 units in residence at GWC is required, and 50 percent of the certificate program must be completed at GWC.

Course	Title	Units
Required Courses		
ACCT G100	Introduction to Accounting	3
or ACCT G101	Financial Accounting	
or ACCT G235	Quickbooks Pro for Accountants	
BUS G108	Legal Environment Of Business	3
or BUS G110	Business Law	
BUS G130	Introduction To Business Writing	3
or BUS G139	Business Communication	
MGMT G110	Elements Of Management	3
MKTG G100	Principles Of Marketing	3
Elective Courses		
<i>Select two of the following:</i>		6-7
ACCT G102	Managerial Accounting	4

Course	Title	Units
ACCT G215	Sarbanes-Oxley Act and Internal Control Compliance	3
BUS G121	Personal Finance	3
BUS G210	Securities And Investments	3
MGMT G111	Human Resources Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G140	Business and Organizational Ethics	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G155	Customer Service	3
MKTG G135	Retail Management	3
MKTG G140	Digital Marketing and Electronic Commerce	3
Total Units		21-23