

BUSINESS FUNDAMENTALS, CERTIFICATE OF ACHIEVEMENT

Banner Code: 2_CM_BUSF

Control Number: 43170

Not Financial Aid Eligible

This program is the first certificate within a stackable-certificate pathway to prepare students for careers in business, marketing, human resource management, and general management. The curriculum is designed to provide students with basic business knowledge, communication, and professionalism skills needed in the business work environment. The program is suitable for students seeking entry level business positions, as well as working students seeking to advance in their current job positions. The curriculum also helps students begin to identify pathways and potential career choices that align with their interests.

Program Level Learning Outcomes

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

1. Describe fundamental business disciplines and processes including marketing, human resource management, supply chain management, and accounting.
2. Demonstrate fundamental business skills including business communication, networking, and team work.
3. Prepare business presentations, reports, andn correspondence.

Potential careers students may enter upon completion are as follows:

- Entry level office administration positions
- Office assistant
- Sales associate

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
Required Courses		
BUS G100	Introduction To Business	3
BUS G101	The Mindset of Business Success	3
BUS G139	Business Communication	3
or BUS G130	Introduction to Business Writing	
Total Units		9

Recommended Program Sequence

These sequences are general maps for students to finish all requirements for the Certificate. There may be advisories or time requirements that students may want to consider before following these maps. **Students are advised to meet with a GWC Counselor for alternate sequencing.**

Year 1:

Course	Title	Units
Semester 1		
BUS G100	Introduction To Business	3
BUS G101	The Mindset of Business Success	3

Course	Title	Units
BUS G139	Business Communication	3
or BUS G130	Introduction to Business Writing	
Units		9