

# BUSINESS & MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

**Banner Code:** 2\_CN\_MANG

**Control Number:** 19380

**Financial Aid Eligible**

This program builds upon the Business Fundamentals Certificate of Achievement as a stackable-certificate pathway to prepare students for careers in business administration and management. The curriculum provides a variety of business and organizational management courses to develop knowledge and skills needed in the business work environment, particularly as students seek promotion into managerial positions.

## 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, and correspondence.
4. Evaluate methods used to foster business ethics in the workplace.
5. Analyze approaches to develop a strong, positive organizational culture.

**Potential careers students may enter upon completion are as follows:**

- Entry level business administration and retail management positions
- Office assistant
- Assistant manager
- Shift manager
- Retail manager

Course	Title	Units
<b>Required Courses</b>		
BUS G100	Introduction To Business	3
BUS G101	The Mindset of Business Success	3
MGMT G110	Elements Of Management	3
MGMT G140	Business and Organizational Ethics	3
BUS G139	Business Communication	3
or BUS G130	Introduction to Business Writing	
<b>Electives</b>		<b>3-4</b>
MGMT G111	Human Resources Management	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G162	Managing a Small Business	3
MKTG G135	Retail Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G155	Customer Service	3
ACCT G100	Introduction to Accounting	3

Course	Title	Units
BUS G108	Legal Environment of Business	3
CS G130	Survey Of Computer Science/Information Technology	4
<b>Major Total</b>		<b>18-19</b>

### Year 1:

Course	Title	Units
<b>Semester 1</b>		
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	
<i>Units</i>		<i>9</i>

Course	Title	Units
<b>Semester 2</b>		
MGMT G110	Elements Of Management	3
MGMT G140	Business and Organizational Ethics	3
<i>Select one of the following:</i>		<i>3-4</i>
MGMT G111	Human Resources Management	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G162	Managing a Small Business	3
MKTG G135	Retail Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G155	Customer Service	3
ACCT G100	Introduction to Accounting	3
BUS G108	Legal Environment of Business	3
CS G130	Survey Of Computer Science/Information Technology	4
<i>Units</i>		<i>9-10</i>