

BUSINESS

The Las Positas College Business Studies Program is designed to provide students with a broad understanding of business concepts and functions used in a wide range of careers. There are many areas of specialization available that fit current and projected needs of the ever-changing business environment. It is important that students work closely with business faculty and counselors to determine which degrees or certificates best support their individual career and/or transfer goals. Students may pursue programs to prepare for work, upgrade skills, or transfer to a four-year college or university.

Programs of Study

Degrees:

- AS-T – Business Administration
- AS – Business
- AA – Business Administration
- AA – Business Entrepreneurship

Certificates of Achievement:

- Accounting Technician
- Bookkeeping
- Business Entrepreneurship
- Business Workforce Proficiency
- Retail Management (WAFC)
- Supervisory Management

Career Opportunities

Career opportunities include, but are not limited to: entry, level-one analyst and assistant positions in marketing, human resources, distribution, logistics, human resources, product research, and finance; and entry-level supervisory positions in all business and non-profit entities.

AS-T – Business Administration

About The Degree

The Associates in Science in Business Administration for Transfer is based on the state-wide Transfer Model Curriculum for Business and prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. After completing the required courses in this program students will graduate with a broad-based understanding of the field of business, its demands, required skill-sets, needed abilities, and career opportunities.

Completion Requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including

both of the following:

- a. The Intersegmental General Education Transfer Curriculum (IGETC) or CA State University General Education – Breadth Requirements.
- b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0.

Associate Degrees for Transfer (ADT's) also require that students must earn a "C " (or "P") or better in all courses required for the major or area of emphasis.

Program Outcomes

- Upon completion of the AS-T in Business Administration, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
- Upon completion of the AS-T in Business Administration, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AS-T in Business Administration, students are able to explain the functions of all business operations and identify the resources needed in each area.
- Upon completion of the AS-T in Business Administration, students are able to list and explain the factors of production, the external business environments and apply their influence in specific business problems.

Required Core: (18 Units)

BUSN 1A (Financial Accounting).....	4
BUSN 1B (Managerial Accounting).....	4
BUSN 18 (Business Law).....	4
ECON 1 (Principles of Microeconomics).....	3
ECON 2 (Principles of Macroeconomics)	3

List A: Select One (4-5 Units)

MATH 34 (Calculus for Business and Social Sciences).....	5
MATH 40 (Statistics and Probability)	4

List B: Select Two (6-8 Units)

Any List A course not already used.....	4-5
BUSN 40 (Introduction to Business).....	3
CIS 50 (Introduction to Computing Information Technology)	3

Total Units for the Major28-30

Additional General Education and Elective Units30-32

Total Units 60

See the Las Positas College California State University General Education-Breadth or the Intersegmental General Education Transfer Curriculum (for CSU) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Elective units are CSU transferable. Consult with an adviser or a counselor to

plan the courses necessary to achieve your academic goal.

AS – Business

About the Degree

The Associate in Science degree in Business is a general business degree for those who want to pursue any of the numerous career possibilities in the field of business. This program intends to prepare students for new employment or promotions in the fields of management, supervision, marketing, finance, international business, or other areas of business administration. Career opportunities for Business Administration majors are diverse and many. The Associate in Science degree prepares students for careers in business disciplines such as sales, marketing, public relations, and human resources. Many graduates find employment within the following industries: aerospace, automotive, banking, commercial, consulting services, hospitality, information technology, manufacturing, retailing, telecommunications and viticulture. Other students may secure employment in federal, state, or local government agencies. Still other students work for nonprofit or private foundations and professional organizations. While some classes in the program transfer to four-year universities at least as electives, the program is not intended to prepare student for transfer. If your main goal is transfer to a four-year school, consider completing the Associate in Science in Business Administration for Transfer instead. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

Career Opportunities

Career opportunities for Business Administration majors are diverse and many. The Associate in Science degree prepares students for careers in business disciplines such as sales, marketing, public relations, and human resources. Many graduates find employment within the following industries: aerospace, automotive, banking, commercial, consulting services, hospitality, information technology, manufacturing, retailing, telecommunications and viticulture. Other students may secure employment in federal, state, or local government agencies. Still other students work for nonprofit or private foundations and professional organizations.

Program Outcomes

- Upon completion of the AS in Business, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
- Upon completion of the AS in Business, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AS in Business, students are able to explain the functions of all business operations and identify the resources needed in each area.

Required Core: (23 Units)

BUSN 18 (Business Law).....	4
BUSN 40 (Introduction to Business).....	3
BUSN 55 (Business Mathematics).....	3
CIS 50 (Introduction to Computing Information Technology)	3

CIS 55 (Integrating Office Applications).....	4
CIS 88A (Introduction to Microsoft Word).....	1.5
CIS 88B (Adv Microsoft Word).....	1.5
MKTG 50 (Introduction to Marketing)	3

List A: Select One Course from Each Area (16-19 Units)

Area 1

BUSN 20 (International Business).....	3
BUSN 30 (Business Ethics and Society).....	3

Area 2

CIS 43 (Professional Communications)	3
CNT 43 (Professional Communications).....	3
CS 43 (Professional Communications).....	3

Area 3

WRKX 94 (Occupational Work Experience/Internship)	1-3
WRKX 95 (General Work Experience)	1-3

Area 4

BUSN 48 (Human Relations in Organizations).....	3
BUSN 52 (Business Communications).....	3

Area 5

BUSN 1A (Financial Accounting).....	4
BUSN 51 (Accounting for Small Businesses).....	3

Area 6

ECON 1 (Principles of Microeconomics).....	3
ECON 10 (General Economics)	3

List B: Select One (1-3 Units)

BUSN 33 (Personal Financial Management and Planning)	3
BUSN 56 (Introduction to Management)	3
CIS 8 (Essential Computing Skills).....	2
CIS 71A (Keyboarding: The Alphabet)	1
CIS 71B (Keyboard: Numbers and Symbols)	1
CIS 75 (Office Technology/Communications)	1
MKTG 56 (Marketing Strategies)	3
MKTG 60 (Retail Store Management)	3
MKTG 61 (Professional Selling)	3
MKTG 64 (Introduction to Advertising).....	3

Program-Based GE[^]: Select One (3 Units)

CMST 10 (Interpersonal Communication).....	3
CMST 11 (Intercultural Communication).....	3

Total Units for the Major40-45

[^]Required if a student uses the Las Positas College General Education Pattern for Associate of Science (AS) Degree

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las

Positas College General Education Pattern for Associate of Science (AS) Degree, California State University General Education-Breadth, or the Intersegmental General Education Transfer Curriculum (for CSU) patterns for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units are degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

AA – Business Administration

About the Degree

This Associate of Arts in Business Administration degree program is designed for students seeking a career in the business field. The objective is to teach the fundamental principles underlying organizations, to emphasize education which will improve students' thought processes, to provide familiarity with the basic analytical tools of business and to develop in the student the ability to use the techniques involved in analyzing and evaluating business problems and finding reasonable solutions. Attention is focused on systems and quantitative analysis, accounting, business law, economics and mathematics.

Career Opportunities

Students who earn an AA degree in Business Administration are suited to work in a variety of industries and positions including, but not limited, to customer service associate, retail sales worker, assistant store manager, administrative assistant, relationship banker, store manager, sales consultant, sales support specialist, sales supervisor, and executive assistant.

Program Outcomes

- Upon completion of the AA in Business Administration, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
- Upon completion of the AA in Business Administration, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AA in Business Administration, students are able to explain the functions of all business operations and identify the resources needed in each area.
- Upon completion of the AA in Business Administration, students are able to list and explain the factors of production, the external business environments and apply their influence in specific business problems.

Required Core: (28 Units)

BUSN 1A (Financial Accounting).....	4
BUSN 1B (Managerial Accounting).....	4
BUSN 18 (Business Law).....	4
BUSN 40 (Introduction to Business).....	3
CIS 50 (Introduction to Computing Information Technology)	3
ECON 1 (Principles of Microeconomics).....	3

ECON 2 (Principles of Macroeconomics)	3
MATH 40 (Statistics and Probability)	4

List A: Select One or Two (1 Unit)

CIS 71A (Keyboarding (The Alphabet))	1
CIS 71B (Keyboard (Numbers and Symbols))	1
CIS 71C (Skills Improvement).....	1
LIBR 4 (College Research Techniques)	0.5
LIBR 5 (College Research and Databases).....	0.5
LIBR 6 (Research in Special Subjects)	0.5
LIBR 7 (The Open Web and Search Engines)	0.5

List B: Select One (4-5 Units)

MATH 33 (Finite Mathematics)	4
MATH 34 (Calculus for Business and Social Sciences).....	5

Total Units for the Major 33-34

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College General Education Pattern for Associate of Arts (AA) Degree, California State University General Education-Breadth, or the Intersegmental General Education Transfer Curriculum (for CSU) patterns for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units are degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

AA – Business Entrepreneurship

About the Degree

The degree in Business Entrepreneurship is designed for a comprehensive background on all the aspects of creating a new business venture. Completion of this entrepreneurship degree provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may enhance job seeking. This program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan. Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good business decisions that lead to success.

Career Opportunities

Students can use his or her associates' degree in entrepreneurship as a stepping stone to further education or, if students feel adequately prepared, can jump straight into a business venture. Students may start his or her own business, collaborate with others on a business venture or act as a consultant. In addition to a traditional career, this will prepare students for the gig economy.

Program Outcomes

- Upon completion of the AA in Business Entrepreneurship, students are able to construct a business plan, essential marketing plan, and the basic financial documents needed for a small business.
- Upon completion of the AA in Business Entrepreneurship, students are able to define "Competitive Advantage" and discuss actions a small business should use to achieve it.
- Upon completion of the AA in Business Entrepreneurship, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
- Upon completion of the AA in Business Entrepreneurship, students are able to describe the nature and characteristics of successful small businesses.

Required Core: (19 Units)

BUSN 18 (Business Law).....	4
BUSN 40 (Introduction to Business).....	3
BUSN 45 (Entrepreneurship).....	3
BUSN 48 (Human Relations in Organizations).....	3
BUSN 56 (Introduction to Management).....	3
MKTG 50 (Introduction to Marketing).....	3

List A: Select One Course from Each Area (12-13 Units)

Area 1

BUSN 52 (Business Communications).....	3
CMST 1 (Fundamentals of Public Speaking).....	3

Area 2

BUSN 1A (Financial Accounting).....	4
BUSN 51 (Accounting for Small Businesses).....	3

Area 3

BUSN 58 (Small Business Management).....	3
MKTG 56 (Marketing Strategies).....	3
MKTG 61 (Professional Selling).....	3

Area 4

ECON 1 (Principles of Microeconomics).....	3
ECON 10 (General Economics).....	3

Total Units for the Major 31-32

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College General Education Pattern for Associate of Arts (AA) Degree, California State University General Education-Breadth, or the Intersegmental General Education Transfer Curriculum (for CSU) patterns for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program,

the optional course(s) taken, and the GE pattern selected. Elective units are degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Recommended Electives:

BUSN 20 (International Business)
BUSN 30 (Business Ethics and Society)
BUSN 33 (Personal Financial Management and Planning)
MATH 55 (Business Math)
CIS 50 (Intro to Computing Info Tech)
GDDM 50 (Graphic Design/ Digital Media Fundamentals)
THEA 3 (Theater Improvisation)
WRKX 94 (Occupational Work Experience/Internship)
WRKX 95 (General Work Experience)

Certificate of Achievement Accounting Technician

About the Certificate

The primary objective of the Certificate of Achievement Accounting Technician Certificate of Achievement is to prepare students for entry-level employment in the field of accounting or bookkeeping. Such careers are widely available throughout California and the rest of the country. Courses required for this certificate will allow students to become proficient in modern computerized accounting applications and other prominent software used in the business community, including QuickBooks. The certificate can also be an option for students who have graduated with a bachelor's in any discipline and want to sit for the state's CPA exam.

Career Opportunities

Accounting is a field ripe with job opportunities within various industries in corporate, government and nonprofit sectors. This certificate prepares students for entry-level employment as an accounts clerk, bookkeeper, accounting technician, payroll administrator, payroll clerk or tax preparer.

Program Outcomes

- Upon completion of the Certificate of Achievement in Accounting Technician, students are able to perform variety of functions in an accounting department including: maintain and update financial records, prepare and analyze financial statements, review bookkeepers' and clerks' work for accuracy and completeness, prepare individual income tax returns containing schedule A, B, C, D and E, maintain cost records and prepare and analyze budgets.

Required Core: (26.5 Units)

BUSN 1A (Financial Accounting).....	4
BUSN 1B (Managerial Accounting).....	4
BUSN 40 (Introduction to Business).....	3
BUSN 53 (Business Correspondence).....	3
BUSN 55 (Business Mathematics).....	3
BUSN 61 (Quickbooks Accounting).....	1.5
BUSN 65 (Federal Income Tax Accounting).....	3
CIS 54 (Excel: Intro to Spreadsheets).....	4
CIS 73A (Ten-Key Skill Development).....	1

Total Units 26.5

**Certificate of Achievement
Bookkeeping**

About the Certificate

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and recordkeeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or account receivable. The responsibilities vary by level of experience. While you can work as a bookkeeper without certification, if you want to advance in your career, you should become a Certified Bookkeeper. Certified Bookkeepers are also able to sustain independent firms that provide bookkeeping services to small businesses.

Career Opportunities

Some people who complete bookkeeping certificates may continue on with their education and obtain a more advanced degree, but others may choose to gain work experience in entry-level accounting positions. A bookkeeping certificate can prepare individuals for jobs such as: Bookkeeper, Accounting Assistant, Auditing Clerk, Financial Reporting Clerk, Accounting Technician, Accounts Payable, and Accounts Receivable Administrator.

Program Outcomes

- Upon completion of the Certificate of Achievement in Bookkeeping, students are able to perform a variety of functions in an accounting department, including; using accounting software to analyze and record financial transactions, analyze payroll transactions, prepare trial balance, file payroll tax returns, prepare and analyze invoices, calculate interest rates, shipping terms and prepare financial statement.

Required Core: (14.5-15.5 Units)

BUSN 51 (Accounting for Small Businesses) or BUSN 1A (Financial Accounting).....	3-4
BUSN 55 (Business Mathematics).....	3
BUSN 61 (Quickbooks Accounting).....	1.5
CIS 54 (Excel: Intro to Spreadsheets).....	4
BUSN 30 (Business Ethics and Society) or BUSN 52 (Business Communications).....	3

Total Units 14.5-15.5

**Certificate of Achievement
Business Entrepreneurship**

About the Certificate

The Certificate in Entrepreneurship is designed for students who are self-employed, current or prospective business owners, or those

interested in new business ventures or startups. This certificate provides the foundation of business competencies including management, marketing, innovation, finance, communication, and leadership skills in a changing world. After a student completes the certificate, they may choose to continue their education and obtain a degree, apply their knowledge to their current job, or start their own business venture immediately.

Career Opportunities

It is estimated by the Department of Labor and the Small Business Administration that 80% of new jobs are initially created by small businesses. Entrepreneurs that start new businesses, add to the existing job market and take on the risk and rewards of being an owner. Putting an idea to work in a competitive economy can lead to satisfying personal achievement with some new ventures generating enormous job opportunities for others and wealth for the entrepreneur, investors, and employees.

Choosing to pursue an entrepreneurship certificate and/or degree can offer a variety of career paths and can meet a variety of career goals. Entrepreneurship careers cover a wide range of industries and locales, and entrepreneurs can find opportunities in businesses of all sizes. An individual's interest and ability to focus on making a project work will determine what kind of career may develop. As an entrepreneur, a career path unique to an individual's interests, business knowledge, and ambition can be carved.

Program Outcomes

- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to compare and contrast the impact of the external business environments on small businesses.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to construct a business plan, essential marketing plan, and basic financial documents for a small business.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to define and provide concrete examples of the "Competitive Advantage" concept that a small business must achieve in order to succeed.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to describe the nature and characteristics of successful small business persons.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to detail key business procedures relevant to a specific problem using appropriate technology.
- Upon completion of the Certificate of Achievement in Business Entrepreneurship, students are able to summarize the responsibilities of small business owners in selecting, motivating, training, and supervising employees.

Required Core: (10 Units)

BUSN 18 (Business Law).....	4
BUSN 40 (Introduction to Business).....	3
BUSN 45 (Entrepreneurship).....	3

List A: Select One (3-4 Units)

BUSN 1A (Financial Accounting).....	4
BUSN 51 (Accounting for Small Businesses).....	3
BUSN 55 (Business Mathematics).....	3

List B: Select One (3 Units)

BUSN 56 (Introduction to Management).....	3
BUSN 58 (Small Business Management).....	3
MKTG 50 (Introduction to Marketing).....	3
MKTG 61 (Professional Selling).....	3

List C: Select One (4-5 Units)

BUSN 48 (Human Relations in Organizations).....	3
BUSN 52 (Business Communications).....	3
CMST 1 (Fundamentals of Public Speaking).....	3

Total Units 19-20

**Certificate of Achievement
Business Workforce Proficiency**

About the Certificate

The Certificate of Achievement in Business Workforce Proficiency is designed to provide the training and skills necessary to operate effectively in a business environment. The certificate aims to help individuals proficient in administrative tasks across common software programs used in a business environment. The certificate also provides individuals with an overview of how business environments operate, which will strengthen his or her value within the business organization.

Career Opportunities

Students who achieve this certificate will be able to obtain positions as administrative assistant, senior administrative assistant, office manager, assistant office manager, and other positions that require a general understanding of business and administrative and organizational skills. This certificate also serves well for individuals looking for advancement in his or her current career.

Program Outcomes

- Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students are able to apply standard business English to oral and written communications, including grammar, punctuation, mechanics, vocabulary, style, media, and usage.
- Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students are able to describe the work ethic needed for success in today’s work environment.
- Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students are able to develop business communications that present information in an organized and concise manner.
- Upon completion of the Certificate of Achievement in Business Workforce Proficiency, students are able to explain group dynamics as they apply to an individual working effectively within a group and within teams.
- Upon completion of the Certificate of Achievement in Business

Workforce Proficiency, students are able to identify the primary business operations, business organizational options, and business procedures.

Required Core: (11 Units)

BUSN 40 (Introduction to Business).....	3
BUSN 48 (Human Relations in Organizations).....	3
CIS 74 (Office Procedures).....	3
PCN 15 (College Study Skills).....	2

List A: Select One (1 Unit)

CIS 72A (Data Management).....	1
CIS 72B (Basic Office integration).....	1
CIS 73A (Ten-Key Skill Development).....	1
CIS 75 (Office Technology/Communications).....	1
CIS 84 (Windows).....	1
CIS 89A (Desktop Presentation).....	1

List B: Select One (3 Units)

CIS 43 (Professional Communications).....	3
CNT 43 (Professional Communications).....	3
CS 43 (Professional Communications).....	3

Total Units 15

Students must demonstrate keyboarding speed of 40 net words per minutes. Competency can be met by completing Computer Information Systems 71C with a “C” or better or by presenting a Las Positas College Verification of Proficiency certifying 40 net words per minutes in a five (5) minute timing.

**Certificate of Achievement
Retail Management (WAFC)**

About the Certificate

The Retail Management Certificate offers the education needed to get started and advance a career in the retail industry. Individuals who complete this program gain the knowledge, skills, abilities, and confidence that empower them to become successful leaders in retail and service oriented companies. This certificate is endorsed by the California Grocers Association and the Western Association of Food Chains. The certificate has also been recognized as part of the White House’s Upskill Initiative and by leading organizations, including the ACT Foundation and the U.S. Department of Labor.

Career Opportunities

Retail is a growing, fast-paced, and diverse industry with many opportunities for advancement. Careers are available in all areas of Business, employing over 42 million people and responsible for one in four jobs in the United States.

Program Outcomes

- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to demonstrate the integration of basic management theories into supervisory and management functions.
- Upon completion of the Certificate of Achievement in Retail

Management (WAFC), students are able to determine the demand for products and services offered by a firm and identify potential customers.

- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to differentiate threshold issues involved in legal, ethical, and social responsibilities of management.
- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to identify key business procedures relevant to a specific problem using appropriate technology.
- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to integrate basic management theories into supervisor and management functions.
- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to list current problems related to human behavior in organizations and detail management practices effective in managing those issues.
- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to list resources and strategies for monitoring trends which help identify the need for new products and services.
- Upon completion of the Certificate of Achievement in Retail Management (WAFC), students are able to summarize measures that can be taken by individuals and organizations to correct organizational dysfunctions.

Required Core: (16 Units)

BUSN 48 (Human Relations in Organizations).....	3
BUSN 56 (Introduction to Management)	3
BUSN 88 (Human Resources Management).....	3
CIS 55 (Integrating Office Applications).....	4
MKTG 50 (Introduction to Marketing)	3

List A: Select One from Each Area (9-10 Units)

Area 1

BUSN 1A (Financial Accounting).....	4
BUSN 51 (Accounting for Small Businesses).....	3

Area 2

BUSN 52 (Business Communications).....	3
BUSN 53 (Business Correspondence).....	3
CIS 43 (Professional Communications)	3
CNT 43 (Professional Communications).....	3
CS 43 (Professional Communications).....	3
CMST 10 (Interpersonal Communication).....	3

Area 3

MKTG 56 (Marketing Strategies)	3
MKTG 60 (Retail Store Management)	3

Total Units 25-26

**Certificate of Achievement
Supervisory Management**

About the Certificate

The Certificate of Achievement in Supervisory Management is designed to provide the training and skills necessary to effectively manage diverse groups and individuals. The certificate aims to help individuals, managers, and supervisors develop skills to achieve organizational objectives through the development of human resources management skills. Developing abilities in the areas of mobilization, organization, communication, evaluation and adaptation will be a focus.

Career Opportunities

An expanding global marketplace means that individuals have growing career options in which to utilize the knowledge and skills learned when studying supervision to work in any field, for a profit or not for profit entity, in any size or type of organization including large multinational companies either within the United States or internationally.

Program Outcomes

- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to analyze basic business documents to detect problems within an area of supervision.
- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to demonstrate effective strategies for team work, planning, organizing, leading, and controlling human resources.
- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to identify appropriate information compilation, reporting, storage and retrieval systems for common business situations.
- Upon completion of the Certificate of Achievement in Supervisory Management, students are able to list the primary responsibilities of a supervisor in business today.

Required Core: (18 Units)

BUSN 30 (Business Ethics and Society).....	3
BUSN 48 (Human Relations in Organizations).....	3
BUSN 52 (Business Communications).....	3
BUSN 53 (Business Correspondence).....	3
BUSN 56 (Introduction to Management)	3
BUSN 88 (Human Resources Management).....	3

List A: Select One (3-4 Units)

BUSN 1A (Financial Accounting).....	4
BUSN 18 (Business Law).....	4
BUSN 40 (Introduction to Business).....	3
BUSN 51 (Accounting for Small Businesses).....	3
BUSN 58 (Small Business Management)	3
CIS 55 (Integrating Office Applications)	4
MKTG 60 (Retail Store Management)	3