

# CERTIFICATE OF ACHIEVEMENT IN BUSINESS

The Certificate of Achievement requirements include completion of the certificate courses with a “C” or better grade in each course. Required and support courses may be substituted with the approval of the Business Division Chair.

This certificate prepares students for entry-level employment in the field of Business. Students completing this certificate will acquire preparation for entry-level employment through the study of general business, communications, math, computers, ethics, and human relations. Students will acquire skills in computer applications, keyboarding and ten-key, office management and procedures, and oral and written communications.

## Program Outcomes

- Communicate effectively in a business environment.
- Actively participate in the day-to-day operations of a business office.

## Career Opportunities

Upon successful completion of this certificate, students will be prepared for employment in the following fields: administration, management, human resources, finance, secretarial, and various office positions.

## Program Requirements

Code	Title	Units
REQUIRED CERTIFICATE COURSES		32
BUS 082	Introduction to Business	3
BUS 100	Career Strategies	3
BUS/COMM 112	Public Speaking for Business	4
BUS 184	Business Communications	3
BUS 185	Ethics in Business & Industry	3
BUS 188	Human Relations in Business	3
BUS 268	Electronic Calculating	2
BUS 270	College Keyboarding Level 1	3
or BUS 271	College Keyboarding Level 2	
BUS 293	Business English	4
COMP 005	Computer Concepts	4
or COMP 130	Intro to Personal Computers	
+		
RESTRICTED ELECTIVES - LIST A		3
Select three units from the following courses:		
BUS 020	Business Statistics	3
BUS 119	Quantitative Methods	3
BUS 295	Business Mathematics	3
+		
RESTRICTED ELECTIVES - LIST B		3
Select three units from the following courses:		
BUS 174	Marketing Principles	3
BUS 181	Intro to Entrepreneurship	3
WEXP 193 I	Bus & Ind Wrk Exp-1st Sem	1-3
WEXP 194 I	Bus & Ind Wrk Exp-2nd Sem	1-3
WEXP 195 I	Bus & Ind Wrk Exp-3rd Sem	1-3
WEXP 196 I	Bus & Ind Wrk Exp-4th Sem	1-3
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TOTAL		38