

# BUSINESS SKILLS CERTIFICATE

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Division: Business and Computer Information Systems

## Requirements

PROGRAM CODE: 2C11688B

The **Business Skills Certificate (formerly titled Business and Technology Certificate)** will prepare a student with practical business skills in a field of their choice. This certificate provides the professional skills to compete in today's workplace. Students can give their career a boost by mastering people and process expertise in areas like communication, critical thinking, finance, leadership, negotiation and problem solving. A grade of C or better is required in each course taken. This certificate requires a total of 12-15 units.

| Code   | Title  | Units        |
|--|--|--------------|
| <b>Select one BUSINESS course from the following (3 units):</b>        |  | <b>3</b>     |
| BUS 100 F  | Introduction to Business   | 3            |
| or BUS 131 F   | Principles of International Business   |              |
| or BUS 180 F   | Small Business Management  |              |
| <b>Select one COMMUNICATION course from the following (3-4 units):</b> |  | <b>3-4</b>   |
| BUS 111 F  | Business Communications  | 3            |
| or BUS 112 F   | Public Speaking for Business   |              |
| or BUS 211 F   | Critical Reasoning and Writing for Business<br>(formerly Writing for Business)               |              |
| or BUS 211HF   | Honors Critical Reasoning and Writing for<br>Business (formerly Honors Writing for Business) |              |
| <b>Select one FINANCIAL MANAGEMENT course (3-5 units):</b>             |  | <b>3-5</b>   |
| BUS 101 F  | Personal Financial Management  | 3            |
| or ACCT 100 F  | Small Business Accounting  |              |
| or ACCT 101AF  | Financial Accounting   |              |
| <b>Select one MARKETING class from the following (3 units):</b>        |  | <b>3</b>     |
| MKT 100 F  | Introduction to Marketing  | 3            |
| or MKT 208 F   | Principles of Selling  |              |
| <b>Total Units</b>   |  | <b>12-15</b> |

## Program Student Learning Outcomes

**Outcome 1:** Use a working vocabulary of business technology.

**Outcome 2:** Analyze a routine business request and respond with the best method that illustrates good business communication skills.