

BUSINESS SKILLS CERTIFICATE

Division: Business and Computer Information Systems

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

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.

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