

Business: Management – Level II

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60506

This certificate builds upon the Level I Certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable successes. Business presentations, business planning, team building, conflict resolution, and computer use are core skills developed in this certificate.

Requirements for the Certificate

Completion of Business: Management Level I Certificate (9 units) as follows:

Required courses:

| | | | |
|---------|--------------------------------------|-----|---------|
| BUSM 20 | Principles of Business | 3.0 | CSU, UC |
| BUSM 61 | Business Organization and Management | 3.0 | CSU |
| BUSS 36 | Principles of Marketing | 3.0 | CSU |

Plus the following courses:

Level II as follows:

| | | | |
|---------|-----------------------------|-----|---------|
| BUSM 60 | Human Relations in Business | 3.0 | CSU |
| BUSM 62 | Human Resource Management | 3.0 | |
| CISB 15 | Microcomputer Applications | 4.0 | CSU, UC |

TOTAL UNITS 19.0

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.