

# BUSINESS SKILLS CERTIFICATE

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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
<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 (formerly Writing for Business)	
or BUS 211HF	Honors Critical Reasoning and Writing for 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>

**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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