

CERTIFICATE IN MANAGEMENT - LEVEL I

The Management - Level I Certificate of Achievement encompasses areas that include an overall study of basic business issues, focused study on managerial-related issues in particular, organizational behavior issues, and written and oral communications in the workplace. This certificate is designed to prepare students to seek entry-level organizational management positions, and the courses supporting the certificate combine classroom lectures, demonstrations, and a wide use of technology to ensure relevant training.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Management - Level I Certificate of Achievement will:

1. Develop an understanding of general business principles, issues that managers in organizations face, and common organizational behavior issues, so that they can analyze and evaluate those complex concepts and effectively apply them in the context of real-world workplace situations.
2. Develop skills in effective written and oral workplace communication, so that they can explain, organize, and prepare workplace communications to meaningfully (1) address various workplace-related issues that arise in real-world scenarios and (2) solve problems that may arise in that context.

Requirements

Code	Title	Units
Required courses:		
BUS 130	Introduction to Business	3
BUS 152	Business Communications	3
BUS 171	Human Relations in the Workplace	3
BUS 175	Introduction to Management	3
Total Units		12

Curriculum Map

1-Term Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Course	Title	Units
Fall Term 1		
BUS 130	Introduction to Business	3
BUS 152	Business Communications	3
BUS 171	Human Relations in the Workplace	3

Course	Title	Units
BUS 175	Introduction to Management	3
	Units	12
	Total Units	12

Career Information

Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrv/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.