

MANAGEMENT AND LEADERSHIP

business.missioncollege.edu

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Management and Leadership: Certificate of Achievement (CA)

This certificate program is designed to prepare students interested in the field of management. The electives offered are broad so that a student, depending on their interest, may focus on a subset of management. Graduates of the program will seek management positions in different fields such as Finance, Manufacturing, Information Systems, Marketing, Retail and Human Resources. Students learn skills such as leading cross functional teams, applying employee empowerment, identifying the importance ethical leadership, utilizing electronic communication technology and the impact of organizational staffing. This certificate prepares students for the challenges that managers will face in working in today's diverse, technology-driven, and continuously changing business environment.

Program Learning Outcomes:

- Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information-based approach.
- Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
- Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing global environment.

Career/Transfer Opportunities:

Entry level management positions, marketing and management Trainees and business development associates. Depending on which electives students choose, the program also satisfies some of the lower-division course requirements for transfer to a four-year institution to pursue a degree in Business.

To earn this certificate, students must complete the minimum required courses with a grade of C (or P) or better.

Core Requirements (9 units):

Complete all of the following		Units
BUS 03	Fundamentals of Project Management	3.0
BUS 102	Leadership	3.0
BUS 118	Human Resources Management	3.0

Electives (minimum 7 units):

Complete a minimum of seven units from the following		Units
BUS 010	Global Business	3.0
BUS 012	International Financial Management	3.0
BUS 022	Principles of E-Business	3.0
BUS 054	Small Business Start Up and Management	3.0
BUS 074	Supply Chain Management	3.0
BUS 078B	Business Communications	3.0
BUS 104	Project Risk Management	3.0
BUS 105	Agile Project Management	2.0
BUS 107	Soft Skills for Project Managers	2.0
BUS 115	Operations Management	3.0
COM 001	Public Speaking -OR-	3.0
COM 001H	Public Speaking - Honors	3.0

Total Required Units: 18.0-20.0