



CERTIFICATE OFFERINGS

INVEST IN YOUR EMPLOYEES

To compete in today's global economy, it's important to keep pace with a rapidly changing business landscape. By offering your employees these certificate courses, accredited and approved by the State Board of Education, California, companies will be able to improve employee retention.

GENERAL ACCOUNTING – 24.5 UNITS FOR CERTIFICATE	2
BOOKKEEPING – 24.5 UNITS FOR CERTIFICATE	2
GENERAL BUSINESS – 21.0 – 22.0 UNITS FOR CERTIFICATE	3
HUMAN RESOURCES MANAGEMENT – 21.0 – 22.0 UNITS FOR CERTIFICATE	3
MARKETING – 21.0-22.0 UNITS FOR CERTIFICATE	4
BUSINESS ADMINISTRATION – 21.0- 22.0 UNITS FOR CERTIFICATE	4
MANAGEMENT – 24.0 – 26.0 FOR CERTIFICATE	5
SUPERVISION AND MANAGEMENT -21.0 UNITS FOR CERTIFICATE	6
FINANCIAL ASSISTANT 22.5 UNITS FOR CERTIFICATE	6
FINANCIAL MANAGER 23.5 UNITS FOR CERTIFICATE	7
ADMINISTRATIVE MANAGER--22.5 UNITS FOR CERTIFICATE	7
SMALL BUSINESS MANAGEMENT – 21.0 UNITS FOR CERTIFICATE	8
SUPPLY CHAIN MANAGEMENT – 21.0 UNITS FOR CERTIFICATE	8

General Accounting – 24.5 Units for Certificate

Required Courses- 18.5 Units

ACCT C100	Introduction to Accounting	3.0 Units
ACCT C101	Financial Accounting	4.0 Units
ACCT C102	Managerial Accounting	4.0 Units
ACCT C106	Excel for Accounting	2.0 Units
ACCT C107	Accounting with QuickBooks	2.5 Units
ACCT C112	Intermediate Accounting 1	3.0 Units

Electives – Complete 6 Units from the Following

ACCT C103	Individual Taxation	3.0 Units
ACCT C283- 284	Work Based Learning	3.0 – 4.0 Units
ACCT C100	Introduction to Business	3.0 Units
ACCT C120	Personal Financial Planning	3.0 Units
ACCT C103	Business English	3.0 Units

Bookkeeping – 24.5 Units for Certificate

Required Courses – 18.5 Units

ACCT C100	Introduction to Accounting	3.0 Units
ACCT C101	Financial Accounting	4.0 Units
ACCT C102	Managerial Accounting	4.0 Units
ACCT C106	Excel for Accounting	2.0 Units
ACCT C107	Accounting with QuickBooks	2.5 Units
ACCT C112	Intermediate Accounting 1	3.0 Units

Electives- Complete 6 Units from the following

ACCT C111	Advanced QuickBooks	2.0 Units
ACCT C283- 284	Work Based Learning	3.0 – 4.0 Units
ACCT C100	Introduction to Business	3.0 Units
ACCT C147	MS Word Beginning	2.0 Units
ACC C175	MS Access, Level 1	1.5 Units
ACCT C100	Introduction to Information Systems	3.0 Units
ACCT C103	Business English	3.0 Units

General Business – 21.0 – 22.0 Units for Certificate

Required Courses – 12.0 Units

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
BUS C100	Organization and Management	3.0 Units

Electives – Complete 3 courses from the following

ACCT C100	Introduction to Accounting	3.0 Units
CIS C111	Introduction to Information System Programming	4.0 Units
CIS C100	Introduction to Information Systems	3.0 Units
BUS C120	Personal Financial Planning	3.0 Units
BUS C222	Entrepreneurship and Small Business Operations and Management	3.0 Units
MS C104	Human Resource Management	3.0 Units
PHIL C115	Logic and Critical Thinking	3.0 Units
PHIL C120	Ethics	3.0 Units
BUS C 281- 284	Work-Based Learning	1.0-4.0 Units

Human Resources Management – 21.0 – 22.0 Units for Certificate

Required Courses – 12 Units

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
BUS C100	Organization and Management	3.0 Units

Electives – Complete 3 of the following courses

BUS C130	E- Commerce: Strategic Thinking and Management	3.0 Units
BUS C222	Entrepreneurship and Small Business Operations and Management	3.0 Units
CIS C100	Introduction to Information Systems	3.0 Units
MS C101	Management and Employee Communication	3.0 Units

MS C102	Human Relations	3.0 Units
MS C104	Human Resource Management	3.0 Units
BUS C 283- 284	Work-Based Learning	3.0-4.0 Units

Marketing – 21.0-22.0 Units for Certificate

Required Courses – 12.0 Units

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
BUS C100	Organization and Management	3.0 Units

Electives – Complete 3 of the following courses

BC C115	Customer Service: Soft Skills	1.5 Units
BUS C130	E- Commerce: Strategic Thinking and Management	3.0 Units
BUS C222	Entrepreneurship and Small Business Operations and Management	3.0 Units
CIS C100	Introduction to Information Systems	3.0 Units
MCOM C100	Introduction to Mass Communications	3.0 Units
MS C101	Management and Employee Communication	3.0 Units
BUS C 283- 284	Work-Based Learning	3.0-4.0 Units

Business Administration – 21.0- 22.0 Units for Certificate

Required Courses – 12.0 Units

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
BUS C100	Organization and Management	3.0 Units

Electives – Complete 3 of the following courses

ACCT C100	Introduction to Accounting	3.0 Units
BUS C130	E- Commerce: Strategic Thinking and Management	3.0 Units
BUS C222	Entrepreneurship and Small	3.0 Units

	Business Operations and Management	
CIS C100	Introduction to Information Systems	3.0 Units
ECON C170	Principles of Microeconomics	3.0 Units
ECON C175	Principles of Macroeconomics	3.0 Units
MS C101	Management and Employee Communication	3.0 Units
MS C104	Human Resource Management	3.0 Units
BUS C 281-284	Work-Based Learning	1.0-4.0 Units

Management – 24.0 – 26.0 for Certificate

Required Courses -15.0 Units

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C120	Personal Financial Planning	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
MS C102	Human Relations	3.0 Units

Electives – Complete 9-11 Units from the following

ACCT C100	Introduction to Accounting	3.0 Units
ACCT C101	Financial Accounting	5.0 Units
ACCT C102	Managerial Accounting	5.0 Units
BUS C101	Project Management	3.0 Units
BUS C130	E- Commerce: Strategic Thinking and Management	3.0 Units
BUS C222	Entrepreneurship and Small Business Operations and Management	3.0 Units
MS C101	Management and Employee Communication	3.0 Units
MS C104	Human Resource Management	3.0 Units
ECON C170	Principles of Microeconomics	3.0 Units
ECON C175	Principles of Macroeconomics	3.0 Units
PHIL C140	Business Ethics	3.0 Units
CMCT C110	Public Speaking	3.0 Units

Any Computer Courses 1.0-5.0 units

MS C283-C284	Co-op Work Experience	3.0-4.0 Units
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Supervision and Management -21.0 Units for Certificate

Required Courses - 9.0 Units

MS C100	Organization and Management	3.0 Units
MS C102	Human Relations	3.0 Units
MSC104	Human Resource Management	3.0 Units

Electives – Complete 12 Units from the following

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C120	Personal Financial Planning	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
BUS C222	Entrepreneurship and Small Business Operations and Management	3.0 Units
BUS C281-C284	Web Based Learning	1.0-4.0 Units
CIS C100	Introduction to Information Systems	3.0 Units
MS C101	Management and Employee Communication	3.0 Units
MS C144	Introduction to Leadership	3.0 Units
CMST C100	Interpersonal Communication	3.0 Units

Financial Assistant 22.5 Units for Certificate

Required Courses -13.5 Units

BC C104	Windows	1.5 Units
BC C107A	Keyboarding	1.5 Units
BC C108	Data Entry	1.5 Units
BC C112	Office Organization	3.0 Units
BC C150	Microsoft Office Professional 1	3.0 Units
ENGL C135	Business Writing	3.0 Units
OR		
ENGL C136	Business Communication	3.0 Units

Electives – Complete 9 Units from the following

ACCT C100	Introduction to Accounting	3.0 Units
BC C107B	Keyboarding and Formatting Documents	1.5 Units
BC C120	Excel 1	1.5 Units
BC C121	Excel 2	1.5 Units

OR

BUS C175	Access	1.5 Units
BUS C147	Beginning Microsoft Word	2.0 Units
BC C281-284	Work Based Learning	1.0-4.0 Units

Financial Manager 23.5 Units for Certificate

Required Courses -13.5 Units

BC C104	Windows	1.5 Units
BC C107A	Keyboarding	1.5 Units
BC C108	Data Entry	1.5 Units
BC C112	Office Organization	3.0 Units
BC C150	Microsoft Office Professional 1	3.0 Units
ENGL C135	Business Writing	3.0 Units
OR		
ENGL C136	Business Communication	3.0 Units

Electives – Complete 10 Units from the following

ACCT C101	Financial Accounting	5.0 Units
BC C120	Excel 1	1.5 Units
BC C121	Excel 2	1.5 Units
BC C123	Quick Books	3.0 Units
BC C281-284	Work Based Learning	1.0-4.0 Units

Administrative Manager--22.5 Units for Certificate

Required Courses -13.5 Units

BC C104	Windows	1.5 Units
BC C107A	Keyboarding	1.5 Units
BC C108	Data Entry	1.5 Units
BC C112	Office Organization	3.0 Units
BC C150	Microsoft Office Professional 1	3.0 Units
ENGL C135	Business Writing	3.0 Units
OR		
ENGL C136	Business Communication	3.0 Units

Electives – Complete 9 Units from the following

BC C120	Excel 1	1.5 Units
OR		
BC C175	Access 1	1.5 Units
BC C121	Excel 2	1.5 Units

OR

BC C176	Access 2	1.5 Units
CIS C100	Introduction to Information Systems	3.0 Units
MS C100	Organization and Management	3.0 Units
MS C102	Human Relations	3.0 Units
MS C104	Human Resource Management	3.0 Units
BC C281-284	Work Based Learning	1.0-3.0 Units

Small Business Management – 21.0 Units for Certificate

Required Courses -12.0 Units

BC C150	Introduction to Marketing	3.0 Units
BC C170	Entrepreneurship and Small Business Finance	3.0 Units
BC C180	Entrepreneurship and Small Business Plan	3.0 Units
BC C222	Entrepreneurship and Small Business Operations Management	3.0 Units

Electives – Complete 3 Courses from the following

Select 1 course from the following

MS C100	Organization Management	3.0 Units
MS C102	Human Relations	3.0 Units
MS C104	Human Resource Management	3.0 Units

Select 2 courses from the following

BUS C100	Introduction to Business	3.0 Units
BUS C110	Legal Environment of Business	3.0 Units
BUS C120	Personal Financial Planning	3.0 Units
BUS C130	E-Commerce: Strategic Thinking and Management	3.0 Units

Supply Chain Management – 21.0 Units for Certificate

Required Courses -15.0 Units

MS C100	Organization and Management	3.0 units
MS C102	Human Relations	3.0 units
MS C104	Human Resource Management	3.0 units
SM C101	Principles of Supply Chain	3.0 units

	Management	
OR		
MS C171	Principles of Supply Chain Management	3.0 Units
SM C102	Supply Chain Operations	3.0 Units
Or		
MS C172	Supply Chain Operations	3.0 Units
Electives – Complete 6 units from the following		
ACCT C100	Introduction to Accounting	3.0 Units
BUS C007	Business Mathematics	3.0 Units
BUS C100	Introduction to Business	3.0 Units
BUS C150	Introduction to Marketing	3.0 Units
BUS C222	Entrepreneurship and Small Business Operations and Management	3.0 Units
BUS C281-284	Work Based Learning	1.0-4.0 units
BC C112	Office Organization	3.0 Units
CIS C100	Introduction to Information Systems	3.0 units
MS C101	Management and Employee Communication	3.0 units
SM C104	Purchasing and Procurement	3.0 units
OR		
MS C174	Purchasing and Procurement	3.0 units
SM C204	Supply Chain Logistics Management	3.0 units
OR		
MS C176	Supply Chain Logistics Management	3.0 units