

CERTIFICATE IN MANAGEMENT - LEVEL II

The Management - Level II Certificate of Achievement encompasses areas that include an overall study of human resources management issues that arise in the workplace, ethical issues that arise in organizations, and a working understanding of how managers use Excel and spreadsheets in organizations. This certificate is designed to enhance student knowledge in these areas to better prepare them for entry-level organizational management positions. 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 II Certificate of Achievement will:

1. Develop an understanding of employment-related and ethical issues that arise in the workplace, so that they will be able to effectively analyze, evaluate, and apply those concepts in real-world workplace situations.
2. Develop necessary skills to meaningfully and effectively prepare, analyze, and evaluate data presented in Excel and spreadsheets and apply that information and those findings to real-world, workplace-related situations.

Requirements

Code	Title	Units
Required courses:		
Management - Level I Certificate of Achievement		12
BUS 132	Business, Ethics and Society	3
BUS 160	Business Law and the Legal Environment I	3
BUS 172	Human Resources Management	3
OFF 120	Microsoft Excel	3
Total Units		24

Curriculum Map

1-Year 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

Course	Title	Units
BUS 152	Business Communications	3
BUS 171	Human Relations in the Workplace	3
BUS 175	Introduction to Management	3
Units		12
Spring Term 1		
BUS 132	Business, Ethics and Society	3
BUS 160	Business Law and the Legal Environment I	3
BUS 172	Human Resources Management	3
OFF 120	Microsoft Excel	3
Units		12
Total Units		24