



Business, Law, and Information Technology

Career and Academic Pathways (CAPs)

Program Map: Certificate of Achievement for Business Management I

Total number of units: 19 units

Top Code/Academic Plan: 0506.00

Updated on May 24, 2022

Fall Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	MGMT 013	Small Business Entrepreneurship	3	<p>MGMT 013 – Small Business Entrepreneurship will give students a general overview of the process involved in planning and starting a business. Students will also be exposed to the topics of marketing, management, accounting, and financing involved in any industry.</p> <p>This course can be applied to many other certificates and degrees. Note: There is no prerequisite for this course.</p> <p>This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under “Class Search Type” as “Zero Textbook Cost” or “Low-Cost Textbook Classes.”</p>	MGMT 013 is offered online throughout the year.
Program Course	MARKET 001	Principles of Selling	3	<p>MARKET 001: Principles of Selling focuses on person-to-person sales strategies and understanding buyers’ social styles, and recognizing multiple sales models.</p> <p>This course can be applied to many other certificates and degrees. Note: There is no prerequisite for this course.</p>	MARKET 001 is offered online throughout the year.
Program Course	FINANCE 008	Personal Finance and Investments	3	<p>FINANCE 008 is recommended for completion prior to FINANCE 002 (Investments). This course is offered every semester. This course will introduce you to the Finance, investments, insurance, budgeting, savings, and wealth building. Personal financial literacy is important regardless of your career or major.</p> <p>This course can be applied to many other certificates and degrees. Note: There is no prerequisite for this course.</p>	FINANCE 008 is offered online throughout the year.

Total Units 9

Winter Session	Course Code	Course	Units	Notes	Advising Notes
Program Course	BUS 001	Introduction to Business	3	<p>BUS 001 is recommended. There is no prerequisite for this course. This course is both CSU & UC transferable. This course gives students a well-rounded background in all the different aspects of a business. It will cover marketing, management, accounting, law, computer systems, economics, and entrepreneurship.</p> <p>This course has sections that include a low cost (LCT) or no cost textbook (ZTC). Check the current catalog for the section number(s). You can search for classes in the ELAC and LACCD Schedule of Classes under “Class Search Type” as “Zero Textbook Cost” or “Low-Cost Textbook Classes.”</p>	The BUS 001 course is offered every semester, including winter and summer sessions. It is offered both online and on-campus. This course typically reached capacity quickly during the winter and summer sessions.

Total Units 3

Spring Semester	Course Code	Course	Units	Notes	Advising Notes
Program Course	SUPV 001	Elements of Supervision	3	No prerequisite is required for this course. This course is a basic introductory course covering, in general terms, the total responsibilities of a supervisor in industry, such as organization, duties, and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and related topics.	It is recommended that students take this course as soon as it meets their schedule due to limited offerings. This course is typically not offered during Winter or Summer.
Program Course	BUS 011	Job Retention & Responsibility	1	BUS 011: Topics include job orientation, business office employer expectations, customer service, dealing with difficult co-workers in the office, goal setting and career planning, mentoring, continuing education, and business ethics.	This course is offered online. Course availability is limited. It is recommended that students register for this course as soon as it fits their schedule.
Program Course	FINANCE 002 or MGMT 015	Choose one elective	3	Students may choose between Investments and Small Business Management II as an elective.	FINANCE 002 and Management 015 have limited offerings during each fall and spring semester. Students are recommended to take FINANCE 002 & MGMT 015 as soon as it fits with their schedule.

Total Units 7

Degree Path and Requirements:

These courses meet the requirements for a certificate of achievement in Business Management. All of these courses listed in this certificate may also be applicable to other certificates and degrees. Students should meet with an academic counselor to confirm which classes will qualify for other certificates and degrees. Students who intend to transfer should consult with a transfer counselor for guidance.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with [counselors](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with [financial aid](#) for eligibility.

Department Advising Notes:

Full-time students and part-time students should be able to finish this certificate in one academic year. BUS 001 and FINANCE 008 are typically offered during the winter and summer session. Check the [ELAC schedule of classes](#) for availability.

Be aware; some courses may have limited offerings. Be sure to consider career and degree goals when choosing a course with more than one option. (example, a career in Finance may benefit from additional math-based courses or a focus on finance courses such as FINANCE 02. Students who want to prepare for a career as entrepreneurs or small business owners should consider taking MGMT 015.

Program Description

This certificate program is designed to provide students in any major with an overall basic foundation in Business and entrepreneurship to create their own Business and prepare working and professional people with the knowledge necessary for career advancement in business management.

Career and Transfer Opportunities

Careers/Positions obtained with a Business Management Certificate are as follows: Administrative Roles, median annual income \$35,330. Bookkeeper, average annual salary between \$32,853-\$42,664. Customer Service Representative, starting yearly wage \$31,886. Executive Assistant, starting annual salary \$41,850. Human Resources, starting salary \$49,821. Management in Project/Wholesale/Retail, starting yearly salary \$37,380 to a median annual salary of \$81,080. Advertising Sales, mean salary \$49,900, top annual salary \$115,000. Insurance Sales Agent, mean salary \$50,380, top annual salary \$128,000. Real Estate Broker, mean salary \$46,410, yearly top salary \$160,000.

Students who wish to transfer should consult with a transfer counselor.

The courses in this certificate may transfer to programs that offer bachelor's degrees in management. For example:

[Pepperdine University undergraduate in business management.](#)

[Woodbury University bachelors degree in Business.](#)

Visit the [Transfer Center](#) for transfer information, which varies based on transfer college. Make an appointment with a [counselor](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

Youtube Videos

[What Can You Do with a Business Management Degree? 7 Potential Careers \[2018\]](#)

Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at elac.edu for the latest and most accurate information.

Contact

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