

# BUSINESS, COA

## Program Code: Business-CoA

This program can be completed 100% online.

## Program Description

The certificate of achievement shows that you have applied yourself within the business discipline and have successfully completed a series of courses which makes you more marketable and appealing to employers.

Business Career Map (<https://sites.tmcc.edu/flipbook/career-maps/>)

## Recommended Course Schedule

1st semester		Units
ACC 135	Bookkeeping I or ACC 201 or Financial Accounting	3
BUS 107	Business Speech Communications	3
Communications	<sup>1</sup>	3
Mathematics	<sup>1</sup>	3
Human Relations	<sup>1</sup>	3
<b>Semester Total</b>		<b>15</b>
2nd semester		Units
ACC 136	Bookkeeping II or ACC 202 or Managerial Accounting	3
BUS 101	Introduction to Business	3
BUS 108	Business Letters and Reports	3
MGT 171	Supervision and Human Relations or Principles of Management or MGT 201	3
MKT 210	Marketing Principles	3
<b>Semester Total</b>		<b>15</b>
<b>Total Units</b>		<b>30</b>

<sup>1</sup> See program recommendations or requirements.

## Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the Certificate of Achievement (<https://catalog.tmcc.edu/degrees-certificates/general-education/aas/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
<b>General Education Requirements</b>		
<i>Communications</i>		3
Recommended:		
BUS 106	Business English	
<i>Human Relations</i>		3
Recommended:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Recommended:		
BUS 117 or MATH 120 or higher		
<b>Certificate Requirements</b>		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
ACC 136	Bookkeeping II	3
or ACC 202	Managerial Accounting	
BUS 101	Introduction to Business	3
BUS 107	Business Speech Communications	3
BUS 108	Business Letters and Reports	3
MKT 210	Marketing Principles	3
MGT 171	Supervision and Human Relations	3
or MGT 201	Principles of Management	
<b>Total Units</b>		<b>30</b>

## Program Outcomes

Students completing the certificate will:

PSLO1: Identify, explain, and apply skills, including information technology literacy, information literacy, research, writing, and presentations at the entry-level of a business career.

PSLO2: Identify, synthesize, and apply interpersonal/group skills, including interpersonal and teamwork, international perspective, cultural awareness, and ethics and personal responsibility at the entry-level of a business career.

PSLO3: Identify and practice analytical skills, including problem-solving and decision-making in a business environment at the entry-level of a business career.