

# General Business Job Skills Certificate

This program has not yet been synced with the SIS.

## COVER INFO

### Program Title

General Business Job Skills Certificate

### Department(s)

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### eL-Program Title

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### eL-Department

Business Administration

### Program Long Title

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### System Taxonomy

0501.00

### CIP Code

—

You may refer here to the NCES full list of CIP Codes.

### eL-National Taxonomy

52.0101

### Award Type Student Program Award

Job Skills Certificate

Certificate requiring 6 to fewer than 18 semester units (not approved by Chancellor's Office)

### Credit Range for Completion – Min Credit Range for Completion - Max

12

13

### Transferability

Not transferable

### Program Description

A Job Skills Certificate in General Business will provide the student with broad-based knowledge and skills in business. These core classes provide the foundation for a variety of successful careers in business.

Upon completion of the required courses with at least a "C" or "P" (pass) grade in each course, the student will be eligible for a Job Skills Certificate.

## Proposal Details

Author (new)

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Effective Start Term

Fall 2026

### COURSE BLOCKS - Requirements [Populated with eLumen Data]

FREE FORM REQUIREMENTS

SIMPLE REQUIREMENTS

Shown in catalog

General Business Job Skills Certificate (Total Credits 12.0 - 13.0)

All of the following

Core Courses (Total Credits 9.0 - 9.0)

All of the following

BSADB20 Introduction to Business (Total Credits 3.0 - 3.0)

BSADB5 Human Relations in Business (Total Credits 3.0 - 3.0)

BSADB6 Introduction to Microsoft 365 (Total Credits 3.0 - 3.0)

List A (Total Credits 3.0 - 4.0)

The following number of Credits

BSADB53A Introduction to Accounting 1 (Total Credits 3.0 - 3.0)

BSADB1 Financial Accounting (Total Credits 4.0 - 4.0)

### RECOMMENDED SEQUENCE

Degree Maps [Non-Integrated] (Recommended Sequence)

No degree maps

### LEARNING OUTCOMES

### PROGRAM NARRATIVE

**CORRECT Catalog Description – Describe the program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal. This section should be an exact match to the catalog.**

A Job Skills Certificate in General Business will provide the student with broad-based knowledge and skills in business. These core classes provide the foundation for a variety of successful careers in business.

Upon completion of the required courses with at least a "C" or "P" (pass) grade in each course, the student will be eligible for a Job Skills Certificate.

Program Learning Outcomes:

1. At the conclusion of this program, the student should be able to analyze and record financial transactions accurately using both manual and computerized general ledger systems to support effective financial reporting.
2. At the conclusion of this program, the student should be able to demonstrate effective communication within an organization through clear, professional, and appropriate written and oral presentations.
3. At the conclusion of this program, the student should be able to evaluate legal and ethical considerations and make informed decisions that align with and support organizational objectives.

**CORRECT Program Goals and Objectives - must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community colleges.**

**Note: If the certificate program goal selected is "Career Technical Education (CTE)," then the statement must include the main competencies students will have achieved that are required for a specific occupation.**

This program addresses transfer preparation, workforce preparation, and lifelong learning in General Business.

**CORRECT Program Requirements – (Not required for ADTs) Include the course requirements and sequencing that reflect Program goals.**

General Business Job Skills Certificate (12-13 credits)

Core Courses:

BSAD B20 - Introduction to Business - 3 Credits

BSAD B5 - Human Relations in Business - 3 Credits

BSAD B6 - Introduction to Microsoft 365 - 3 Credits

List A – Choose one of the following courses:

BSAD B53A - Introduction to Accounting 1 - 3 Credits

BSAD B1 - Financial Accounting - 4 Credits

Recommended Sequence:

First Term:

BSAD B20 - Introduction to Business - 3 Credits

BSAD B5 - Human Relations in Business - 3 Credits

BSAD B6 - Introduction to Microsoft 365 - 3 Credits

List A – Choose one of the following courses:

BSAD B53A - Introduction to Accounting 1 - 3 Credits

BSAD B1 - Financial Accounting - 4 Credits

**CORRECT Master Planning – (Not required for ADTs) Describe how the Program/Certificate aligns with the mission, curriculum, and master planning of the College and higher education in California?**

This program supports the college mission by preparing students for high-wage, high-demand jobs in general business careers.

Our rigorous and supportive learning environment fosters students' abilities to think critically, communicate effectively, and demonstrate competencies and skills so that they can engage productively in their communities and the world.

**CORRECT Planning Summary – (Not required for ADTs) Please address the following:**

The Department does not anticipate the need for new/remodeled facilities for this Program.

**CORRECT Planning Summary – (Not required for ADTs) Please address the following:**

The Department does not anticipate the need to hire additional faculty for this Program.

**CORRECT Enrollment and Completer Projections – (Not required for ADTs) Provide a projection of the number of students to enroll in this Program along with annual completions.**

100 Annual enrollments/40 Annual completions.

**CORRECT Place of Program in Curriculum/Similar Programs – (Not required for ADTs) Describe how this Program/Certificate fits in the college's existing program inventory specifically identifying the Department which will house the Program/Certificate.**

This program is currently located in Business Education. The program will remain in Business Education.

**CORRECT Similar Programs at Other Colleges in Service Area – (Not required for ADTs) Provide the justification/need for the development of this Program; include whether or not similar Programs exist at other Colleges in the region. Include career opportunities.**

There are no other general business Job Skills Certificates in Bakersfield College's service area.

**CORRECT Choose the percentage of the program that is offered online.**

51%-100%

**CORRECT FOR PROGRAMS/CERTIFICATES WITH THIRD PARTY REQUIREMENTS This will be the detailed Catalog Requirements. Include the information specific to your Programs or Certificate as specified in your third party accreditation requirements (e.g. Background checks, health screenings, etc.)**

There are no third-party accreditation requirements for this program.

**CORRECT FOR CTE/APPRENTICE PROGRAMS ONLY In the space below, include Labor Market Information. Please also upload all required documentation using the button in the upper-right hand corner of this page.**

N/A

**CORRECT Indicate the Program Pathway this program falls under.**

Business

**Hidden**

**eL-Proposal Start**

Fall 2026

**Occupational Taxonomy**

—

**eL-Program Description**

—

**Credential ID**

BNBUSCJS

**eL-Status**

—

**Total Credit Hours**

13

**Distance Education Percentage**

0

**Submission Rationale**

[Change to Content](#)

**Rationale for Non-Fall Start**

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### **eLumen Curriculum Technician [Non-Integrated]**

**Program Control Number (SP04)**

0

**Program Version Status**

[Approved](#)

**Curriculum Committee Approval Date**

[Dec 4, 2025](#)

**Board of Trustees Approval Date**

[Dec 16, 2025](#)

**External Review Approval Date**

[Jul 1, 2026](#)

**Time to Next Review**

[2 years](#)

**Date for Next Review**

[Jul 1, 2028](#)

**Status**

[Active](#)

**Program Level**

—

**College/School**

—

**Major**

—

**Concentration**

—

**Effective Start Date**

[Aug 22, 2026](#)

**Information And Additional Notes**

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