

Occupational Endorsement Certificate in Business Leadership

- Effectively use the managerial functions of planning, organizing, leading, and controlling.

The Occupational Endorsement Certificate in Business Leadership prepares students for entry-level leadership roles in supervisor and management positions. The program focus on students developing skills to effectively manage and supervise individuals to achieve organizational objectives. In addition, students will learn Microsoft Office to augment their leadership and communication competencies.

Admission Requirements

- Complete the Admission Requirements for Occupational Endorsement Certificates (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/admissions/undergraduate/>).

Graduation Requirements

- Complete the General University Requirements for Occupational Endorsement Certificates (<http://catalog.uaa.alaska.edu/undergraduateprograms/oecrequirements/>).
- Complete the following major requirements with a minimum grade of C:

Code	Title	Credits
BA A151	Business Foundations	3
BA A231	Fundamentals of Supervision	3
BA A264	Personal Selling	3
CIS A110	Computer Concepts in Business ²	3
COMM A111	Fundamentals of Oral Communication ²	3
or COMM A241	Public Speaking	
UNIV A190	Selected Topics in University Studies ¹	1
Total		16

¹ Approved course titles include *Success in Online Activities*, *Strategies for Success in College*, and *Community Leadership*. All other course titles must be approved by the student's academic advisor.

² Some of these courses have prerequisites or require a placement exam prior to registration. Please see an advisor for assistance.

A minimum of 16 credits is required for this certificate.

Students graduating with the Occupational Endorsement Certificate in Business Leadership will be able to:

- Describe the process of achieving organizational objectives through people and other resources.
- Communicate effectively in a variety of contexts and formats.
- Use prominent operating system software to create, save, move, copy, delete, and rename folders and files.