

Occupational Endorsement Certificate in Business Leadership

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/ocrequirements/>).
- 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
BADA 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.

Program Student Learning Outcomes

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

Sample Plan

The academic plan below is one pathway through the degree/certificate. It includes all requirements, taking into account recommendations from program faculty. Each student's plan may vary according to their initial course placement (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/courseplacement/>), intended course load, additional majors and/or minors, and their placement into required prerequisite courses. Any change in the plan below can have an unforeseen impact on the rest of the plan. **Therefore, it is very important to meet with your academic advisor to verify your personal academic plan.**

Please review the following terms, definitions, and resources associated with the sample academic plan below.

- Each course in the far left column links to a pop-up bubble with a course description, prerequisite requirements, and associations with university requirements. For example, if a course fulfills a general education requirement, you will see that in the pop-up bubble.
- **GER:** indicates a General Education Requirement (<http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers/>). GERs that also count toward degree/certificate requirements appear as a specific course in the plan. For these courses, "GER" is not indicated explicitly in the table, but if you click on the course, you will see the course's GER status in the pop-up bubble.
- **Program Elective:** indicates a specific course selection determined by program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Elective:** indicates an open selection of 100-400 level university courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate.
- **Upper Division Program Elective:** indicates a specific 300-400 level course selection determined by the program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Upper Division Elective:** indicates an open selection of 300-400 level courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate. These courses must be upper division in order to meet General University Requirements for the particular degree/certificate type.

First Year

Fall		Credits
BA A151	Business Foundations	3
COMM A111	Fundamentals of Oral Communication	3
or	or Public Speaking	
COMM A241		
Credits		6

Spring

BADA A110	Computer Concepts in Business	3
UNIV A190	Selected Topics in University Studies	1
Credits		4

Second Year

Fall

BA A231	Fundamentals of Supervision	3
BA A264	Personal Selling	3
Credits		6
Total Credits		16