



Business Excellence Certificate Program (BEC)

Student Center for Professional Development

SCPD Overview

- SCPD was established about 25 years ago to fulfill the purpose of providing CBA students sources to develop:
 - Self-Awareness
 - Business Professionalism
 - Leadership Skills
 - Career Planning
- Mission: Developing and empowering business students to be highly valued business professionals.
- Vision: It is the elite place to be for students with a burning desire to excel as business professionals.



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Welcome to BEC!

This program is designed to enhance and improve...

- Professional Etiquette Skills
- Leadership
- Ability to Prepare for Your Career of Interest
- Internship and Networking Opportunities

The Program will guide you through a series of workshops and provide you with hands on experience.

You will also have the opportunity to meet with corporate professionals and attend formal functions...

... Prior to Graduation



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What Will the BEC Do For You?

- Give you self-confidence to effectively interact with corporate professionals in formal and informal situations.
- Prepare you to enter the workforce with greater potential and marketability.
- Expose you to job and internship/volunteer fair opportunities.
- Show you the importance of networking and relationship building.



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What does Professionalism Mean to You?

- Speak
- Act
- Look



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Components of BEC

I. CURRICULUM

- A. Career Ethics
- B. Leadership
- C. Technology for the Workplace
- D. Communication Skills
- E. Business Etiquette
- F. Professional Relationship-Bldg

II. EXPERIENTIAL LEARNING

- G. Personal & Professional Exploration Assessment
- H. Development of Leadership Skills
- I. Integrated Learning Events
- J. Business Foundations

III. BEC Portfolio

NOTE: Category Requirements (New Capital Letter)



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Job Search Tools

During the course of the program, you are required to...

- ...prepare a Resume & Cover Letter
- ...request (2) Professional References
- ...and register for **BEACHLink** (and make use of it!).

BeachLink will help you to:

- build your resume,
- search for jobs and internships,
- make contact with employers, and
- expose you to potential careers you may have overlooked.



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Self-Assessment Tests

- You may choose two of the following Self-Assessment Tests at the Career Development Center (CDC):

1. Myers-Briggs (*by appointment*) - Self
2. Strong Interest Inventory (*by appointment*) – Self/Career
3. Eureka – Career
4. Choice Explorer/Planner – Career

- The tests serve to give you a better understanding of your strong traits, personality, and potential occupations
- All of these test are computer based and should not take longer than one hour
- The by-appointment tests require an appointment with a career counselor who will administer the test



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BEC Career Profile

The BEC Career Profile, which is a part of the BEC Portfolio, serves to better your knowledge of the industry you are interested in. The object of your career profile is for you to:

- Gain a better understanding of the career you want to pursue and the industry you want to work in.
- Be prepared for the skills, knowledge, and abilities needed for the particular job position.
- Allow you to broaden your perspective in the potential area of your job interest.
- Know what is needed to get the position of your interest.

* *There is a “Sample Career Profile” form included in online BEC Manual.*



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Integrated Learning

- Designed to give you a hands on learning experience
- Apply what you have learned from the workshops
- You are required to attend at least (2) SCPD networking events
- ONE of the events you must volunteer:
 - * SCPD Kick Off – October
 - * SCPD Holiday Mixer – December
 - * SCPD Awards Banquet – May
 - * SCPD Book Drive – Spring 2010 (optional)
- Other events (for example):
 - * Business/Corporate Site Visit
 - * Networking Event sponsored by a professional organization



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The BEC Portfolio

During the semester of BEC program completion, you will complete a portfolio that includes ALL of the following:

- Resume *
- Cover Letter *
- (2) Professional References *
- BEC Career Profile*
- My Mission Statement*
- Online Exit Assessment
- Completed BEC Form
- BEC Program Evaluation



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Sample Program Scheduling Form



Online
BEC
Handbook

Student Name:	Program Scheduling Form	Date of Program Start:	
	SCPD Business Excellence Certificate Program	/ /	

I. CURRICULUM (BEC Workshops): EIGHT workshops required, at least TWO per semester.

Category	Workshop Title/Date Attended	SCPD Signature/Date ¹
Category A: BEC Orientation (Required: 1)	<input type="checkbox"/> 1.	
Category B: Education/Career Exploration (Required: 1)	<input type="checkbox"/> 1.	
Category C: Career Preparation (Required: 1)	<input type="checkbox"/> 1.	
Category D: Business Foundations (Required: 3)	<input type="checkbox"/> 1.	
	<input type="checkbox"/> 2.	
	<input type="checkbox"/> 3.	
Category E: Internships/Mentoring Exploration (Required: 1)	<input type="checkbox"/> 1.	
Category F: Global and Community Awareness (Required: 1)	<input type="checkbox"/> 1.	

¹Workshops not sponsored by SCPD (e.g., workshops presented at the Career Development Center) must be listed and signed off by the workshop presenter on the back of this sheet and be brought to the SCPD office for approval no later than 2 weeks after the event.

Green Sheet

EXPERIENTIAL LEARNING

A. TWO Integrated Learning Components (at least ONE SCPD Event)

Event Name:	Date of Event	SCPD Signature/Date
1)		
2)		

B. TWO Job Search Tools

Component:	Date of Event	SCPD Signature/Date
1) Attend ONE Job Fair		
2) Register for BEACHLink ²	N/A	

²Bring a copy of your registration confirmation sheet to the SCPD office for approval.

C. ONE Self-Assessment Test - Provided by the Career Development Center.

Test Name: (Check one)	Testing Date	SCPD Signature/Date
<input type="checkbox"/> Myers-Briggs		
<input type="checkbox"/> Strong Interest Inventory		
<input type="checkbox"/> Eureka		
<input type="checkbox"/> Choices Explorer/Planner		

D. BEC Portfolio (ALL Components Required)

	SCPD Signature/Date
<input type="checkbox"/> Resume	
<input type="checkbox"/> Cover Letter	
<input type="checkbox"/> 2 Letters of Recommendation	
<input type="checkbox"/> BEC Career Profile	
<input type="checkbox"/> Program Evaluation	

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BEC Regulations

- Students **MUST** complete the BEC program up to two years or four regular semesters. Extensions may be granted with advanced permission from BEC Coordinator in writing.
- Students **MUST** attend at least 2 workshops per semester or 1 workshop and 1 activity per semester. If you do not, you will be required to take 4 instead of 2 workshops the following semester.
- If a student misses 2 BEC workshops that they have registered for without notifying SCPD, their participation may be suspended for that semester.



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BEC Regulations II

- Students must come in to the SCPD office no later than 2 weeks after attending a workshop to get their “Program Scheduling Form” signed .
- For Non-SCPD sponsored workshops (e.g., CDC workshops), fill out the “Non-SCPD Sponsored Workshop Attendance Sheet” and have the workshop presenters sign. Turn it in to the SCPD office no later than 2 weeks after the workshops to have it signed.
- Workshop or Event Substitutions for activities not listed on BEC workshops website can be made by emailing a one-paragraph petition to the BEC Coordinator at least 1 week in advance.



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How to Register for BEC Workshops

SCPD Web Site

For CDC workshops, must register
with CDC & BEC.

Career Development Center
Brotman Hall-250
Phone: 562-985-4151
Web: <http://www.careers.csulb.edu/>



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Campus Partners with SCPD-BEC

ABSOC & Business Student Organizations

CBA 241

Ukelja Center for Ethical Leadership

CBA 204

Career Development Center

Brotman Hall-250

Student Life & Development – Leadership Academy

USU

International Education

Brotman Hall



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Contact Information

Student Center for Professional Development

CBA-126

Phone: 562-985-2265

Web: <http://www.csulb.edu/colleges/cba/scpd/>

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