

Area of Study: Business and Information Technology
Pathway: Business Management
Type: Certificate
Curriculum Code: BUS.MGT.CERT (C306B)

(Total Program Credits: 30)

The Business Management certificate program serves students who may already be employed, but who desire to upgrade themselves at their present place of employment. The program also provides a broad base of business courses for individuals wishing to acquire entry-level skills.

PROGRAM LEARNING OUTCOMES:

At successful completion of the Business Management Certificate, the graduate will be able to:

- describe the economic system of the United States, including the significance of key economic indicators (especially GDP), productivity, and the business cycle;
- explain and distinguish between the major functional areas of a business;
- evaluate the major characteristics needed for leaders and managers to succeed in today’s global marketplace; and
- calculate basic business math word problems.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor. Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses. *Developmental education courses do not transfer. They assist students in the path towards college credit.*

Program Map for Full-Time Students

Semester One: Fall	Category	Stackable Certificate	Stackable Degree	Next Steps
BUS 141 Introduction to Business (3)	<i>Required</i>			Meet with your Academic Advisor to create an academic plan. Explore stackable certificate(s)/degree(s)
BUS 146 Business Computation (3)	<i>Required</i>			
BUS 154 Human Relations in Labor & Management (3)	<i>Required</i>			
BUS 171 Introduction to Customer Service (3)	<i>Required</i>			
BUS 107 Microsoft Office in Business Applications (3)	<i>Required</i>			

15 Credit hours

Semester Two: Spring	Category	Stackable Certificate	Stackable Degree	Next Steps
BUS 122 Business English (3)	<i>Required</i>			Meet with your Academic Advisor to

				finalize your academic plan for graduation and register for stackable certificate/degree (option). Submit graduation petition by deadline (check for the specific date in catalog or syllabus.)
BUS 127 Principles of Marketing (3)	<i>Required</i>			
BUS 150 Principles of Management (3)	<i>Required</i>			
BUS 285 Project Management (3)	<i>Required</i>			
Program Electives (3)	<i>Program Electives</i>			

15 Credit Hours

Program Electives (3)	
Any ACC (3) Or BUS course (3)	

Program Electives should be chosen with your advisor.

See BUS course descriptions (p.).

Coordinator: Dr. William M. Griffin, Ext. 3579