



Business Management

Certificate (45 SCH*)

*Semester Credit Hour

5/2024

First Semester - 15 SCH

BCIS 1305 - Business Computer Applications
BUSG 1301 - Introduction to Business
ACNT 1303 - Introduction to Accounting I
MRKG 1311 - Principles of Marketing
ITSW 1304 - Introduction to Spreadsheets

Second Semester - 15 SCH

ACNT 1311 - Introduction to Computerized Accounting
BMGT 1327 - Principles of Management
BUSG 2309 - Small Business Management/
Entrepreneurship
HRPO 2301 - Human Resources Management
ACCT 2301 - Principles of Financial Accounting

Third Semester - 15 SCH

BUSI 2301 - Business Law
ECON 2301 - Principles of Macroeconomics
POFT 2312 - Business Correspondence & Communication
ACCT 2302 - Principles of Managerial Accounting
POFT 1313 - Professional Workforce Preparation

Marketable Skills

- Prepare detailed reports on audit findings.
- Report to management about asset utilization and audit results, and recommend changes in operations and financial activities.
- Collect and analyze data to detect deficient controls.
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Supervise auditing of establishments, and determine scope of investigation required.

Program Outcomes

- Students will be able to apply business concepts, practices, and/or techniques to effectively manage an organization.
- Students will be able to evaluate profitability utilizing the accounting cycle in preparation of financial statements. Demonstrate proficiency using industry application software.

High School Endorsements

Business and Industry

Expected Salary

Texas wage data: workers on average earn \$73,420; 10% of workers earn \$46,690 or less; 10% of workers earn \$123,770 or more.

Additional Educational Opportunities

Students may continue their education through an AAS in Business Management and BAAS degree.

Career Opportunities

Business Operations Manager; Management Analyst; Entrepreneur; Human Resources Specialist; Sales Representative; Account Executive; Bookkeeping, Accounting and Audit Clerk; Office Manager; Marketing Manager.