



Business Management

Certificate (42 SCH*)

*Semester Credit Hour 8/2020

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
BUSI 2301 - Business Law
ECON 2302 - Principles of Microeconomics
ITSW 2334 - Advanced Spreadsheets

Third Semester - 12 SCH

**BUSG 2309 - Small Business Management/
Entrepreneurship**
ECON 2301 - Principles of Macroeconomics
HRPO 2301 - Human Resources Management
POFT 2312 - Business Correspondence & Communication

Marketable Skills

- Critical Thinking
- Communication
- Empirical and Quantitative Analysis
- Teamwork
- Personal Responsibility
- Social Responsibility
- Computer Skills
- Accounting Skills
- Professionalism / Work Ethic

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 company production, profitability and cost using managerial accounting tools.
- Demonstrate proficiency using industry application software.

High School Endorsements

Business and Industry

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; Book-keeping, accounting and audit clerk; Office manager; Marketing manager.