

**Business Management ♦ Certificates ♦ 12 to 31 Credits**

**BUSINESS MANAGEMENT CERTIFICATE, 31 Credits**

This certificate teaches job performance skills related to careers in the business industry.

COURSE PREFIX	COURSE NUMBER	TITLE	CREDITS
<b>SEMESTER 1</b>			
A C C	121	Accounting Principles 1	4
B U S	115	Introduction to Business	3
C I S	118	Introduction to P C Applications <b>OR</b>	
C I S	155	P C Spreadsheet Concepts	3
M A R	216	Principles of Marketing <b>OR</b>	
M A R	220	Principles of Advertising	3
M A T	112	Financial Mathematics	3
<b>SEMESTER 2</b>			
A C C	115	Payroll Accounting <b>OR</b>	
A C C	131	Income Tax	3
B U S	216	Legal Environment of Business	3
E C O	201	Principles of Macroeconomics	3
M A N	225	Managerial Finance	3
M A N	226	Principles of Management	3

**BUSINESS FUNDAMENTALS CERTIFICATE, 25 Credits**

This certificate provides basic skills related to the business industry or starting your own business.

COURSE PREFIX	COURSE NUMBER	TITLE	CREDITS
A C C	121	Accounting Principles 1	4
A C C	115	Payroll Accounting <b>OR</b>	
A C C	131	Income Tax	3
B U S	216	Legal Environment of Business	3
B U S	217	Business Communication & Report Writing	3
<b>ELECTIVES</b>		<b>CHOOSE FOUR COURSES FROM THE LIST BELOW</b>	
B U S	102	Entrepreneurial Operations	3
B U S	115	Introduction to Business	3
C I S	118	Introduction to P C Applications	3
M A N	128	Human Relations in Organizations	3
M A N	200	Human Resource Management	3
M A N	216	Small Business Management	3
M A N	226	Principles of Management	3

### **ENTREPRENEURSHIP CERTIFICATE, 19 Credits**

This certificate provides skills for those interested in starting a business.

COURSE PREFIX	COURSE NUMBER	TITLE	CREDITS
A C C	121	Accounting Principles 1	4
M A N	216	Small Business Management	3
M A N	225	Managerial Finance	3
M A N	226	Principles of Management	3
M A R	216	Principles of Marketing	3
M A R	220	Principles of Advertising	3

### **BUSINESS OFFICE PROFESSIONAL CERTIFICATE, 24 Credits**

This certificate provides basic skills for the Administrative Assistant, or support personnel in the office setting.

COURSE PREFIX	COURSE NUMBER	TITLE	CREDITS
<b>SEMESTER 1</b>			
A C C	115	Payroll Accounting <b>OR</b>	
A C C	125	Computerized Accounting	3
B U S	115	Introduction to Business	3
C I S	118	Introduction to P C Applications	3
C O M	125	Interpersonal Communications <b>OR</b>	
C O M	217	Group Communication	3
<b>SEMESTER 2</b>			
B U S	217	Business Communication & Report Writing	3
B T E	287	Cooperative Education: Internship	3
C I S	155	P C Spreadsheet Concepts	3
M A N	128	Human Relations in Organizations <b>OR</b>	
M A N	200	Human Resource Management	3

### **LEADERSHIP STUDIES CERTIFICATE, 12 Credits**

This certificate prepares the student for a life of learning, leadership, and service. It is designed to enhance and develop leadership potential through academics, seminars, and community service.

**NOTE: This certificate is NOT financial aid eligible.**

COURSE PREFIX	COURSE NO.	TITLE	CREDITS
M A N	224	Leadership (Fall Semester Only)	3
P S V	230	Introduction to Civic Leadership (Spring Semester Only)	3
B U S	217	Business Communication & Report Writing	3
<b>ELECTIVES CHOOSE ONE COURSE FROM THE LIST BELOW</b>			
C O M	115	Public Speaking	3
C O M	125	Interpersonal Communications	3
C O M	220	Intercultural Communications	3
M A N	226	Principles of Management	3
P S Y	101	General Psychology 1	3

COURSE PREFIX	COURSE NO.	TITLE	CREDITS
P S Y	102	General Psychology 2	3
P S Y	226	Social Psychology	3
P S Y	265	Psychology of Personality	3
P S Y	268	Organizational Psychology	3
P H I	111	Introduction to Philosophy	3
P H I	112	Ethics	3
S O C	101	Introduction to Sociology 1	3
S O C	102	Introduction to Sociology 2	3

**Semester Milestones** – Always complete courses with a grade of C or higher.

Meet with your advisor to complete your Graduation Planning Sheet at the beginning of the semester.

If you intend to continue with the Business Management Program, meet with an advisor to register for the next semester and make an appointment with the financial aid office to ensure funding for your continued education.