

Business Management Job Training

26-27 catalog

Description: This entry-level program is designed to help students learn the basic concepts needed for supervisory and management positions.

Completion Time: 1 Year

Full-time			
Year 1			
Fall Semester			
☐ Success Skills for the 21st Century	GNST 100	3 Cr.	
☐ Principles of Accounting I	ACCT 115	4 Cr.	
☐ Introduction to Business	BUSN 135	3 Cr.	
☐ Choose 1			
Small Business Management	MGMT 235	3 Cr.	
Concepts of Management	MGMT 237	3 Cr.	
Spring Semester			
☐ Legal Environment of Business	BUSN 200	3 Cr.	
☐ Choose 1			
Computer Literacy	CMIS 101	3 Cr.	
Introduction to Computer Information Systems	CMIS 115	3 Cr.	
Courses in italics may be taken in the summer term			Total Credits: 19

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 30 unduplicated credits (100 level or higher) are required for all certificate programs.

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Completion Time: 1.5 Years

Half-time	
Year 1	Year 2
Fall Semester	Fall Semester
□ Success Skills for the 21st Century GNST 100 3 Cr.	□ Principles of Accounting I ACCT 115 4 Cr.
□ Introduction to Business BUSN 135 3 Cr.	□ Choose 1
	Small Business Management MGMT 235 3 Cr.
	Concepts of Management MGMT 237 3 Cr.
Spring Semester	
□ Legal Environment of Business BUSN 200 3 Cr.	
□ Choose 1	
Computer Literacy CMIS 101 3 Cr.	
Introduction to Computer CMIS 115 3 Cr.	
Information Systems	
Courses in italics may be taken in the summer term	
Total Credits: 19	

Academic Advising: You should meet with an academic counselor prior to registering for classes.

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Completion Time: 1 Year

Full-time Spring Start			
Year 1			
Fall Semester			
☐ Success Skills for the 21st Century	GNST 100	3 Cr.	
☐ Introduction to Business	BUSN 135	3 Cr.	
☐ Legal Environment of Business	BUSN 200	3 Cr.	
☐ Choose 1			
Computer Literacy	CMIS 101	3 Cr.	
Introduction to Computer Information Systems	CMIS 115	3 Cr.	
Spring Semester			
☐ Principles of Accounting I	ACCT 115	4 Cr.	
☐ Choose 1			
Small Business Management	MGMT 235	3 Cr.	
Concepts of Management	MGMT 237	3 Cr.	
Courses in italics may be taken in the summer term			Total Credits: 19

Academic Advising: You should meet with an academic counselor prior to registering for classes.

Note: Prerequisite courses may apply to this program. A minimum of 30 unduplicated credits (100 level or higher) are required for all certificate programs.