

Business Management, Certificate

26-27 catalog

Full-time

Description: This program leads to a certificate with an emphasis in management and provides the skills necessary for an entry-level job in the fields of business management and supervision. A counselor should be consulted if the student plans to transfer to a four-year institution.

Completion Time: 1 Year

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

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.
☐ Business Elective		3-4 Cr.

Spring Semester

☐ Business & Technical Communication	BUSN 183	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.
☐ Business Elective		3-4 Cr.
☐ Business Elective		3-4 Cr.
☐ Business Elective		3-4 Cr.

Total Minimum Credits: 40

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 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

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Half-time

Description: This program leads to an associate of applied science degree with an emphasis in management and provides the skills necessary for an entry-level job in the fields of business management and supervision. A counselor should be consulted if the student plans to transfer to a four-year institution.

Completion Time: 2.5 Years

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

Year 1

Fall Semester

- ☐ Success Skills for the 21st Century GNST 100 3 Cr.
- ☐ Introduction to Business BUSN 135 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.

Year 2

Fall 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.

Spring Semester

- ☐ Business & Technical Communication BUSN 183 3 Cr.
- ☐ Business Elective 3-4 Cr.

Year 3

Fall Semester

- ☐ Business Elective 3-4 Cr.
- ☐ Business Elective 3-4 Cr.
- ☐ Business Elective 3-4 Cr.

Courses in italics may be taken in the summer term.

Total Minimum Credits: 40

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 60 unduplicated credits (100 level or higher) are required for all associate degree programs.

Business Management, Certificate

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Full-time spring start

Description: This program leads to an associate of applied science degree with an emphasis in management and provides the skills necessary for an entry-level job in the fields of business management and supervision. A counselor should be consulted if the student plans to transfer to a four-year institution.

Completion Time: 1 Year

This is suggested course sequencing. Please see a counselor or advisor for individual adjustments.

Year 1

Spring Semester

□ Success Skills for the 21st Century	GNST 100	3 Cr.
□ Business & Technical Communication	BUSN 183	3 Cr.
□ Legal Environment of Business	BUSN 200	3 Cr.
□ Business Elective		3-4 Cr.
□ Business Elective		3-4 Cr.

Summer Session

□ Introduction to Business	BUSN 135	3 Cr.
□ Choose 1		
Computer Literacy	CMIS 101	3 Cr.
Introduction to Computer Information Systems	CMIS 115	3 Cr.

Fall 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.
□ Business Elective		3-4 Cr.
□ Business Elective		3-4 Cr.

Total Minimum Credits: 40

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 60 unduplicated credits (100 level or higher) are required for all associate degree programs.