

Business Management Certificate

Degree Type Certificate

The Business Management Certificate Program has been designed to provide the student with a solid business background. The program offers accounting, marketing, management and computer courses which give the management student valuable skills in this growing field. Graduates are prepared for entry-level positions in wholesaling, retailing, sales, banking and insurance. Applicants to the Business Management Certificate Program must meet the general admission requirements of the College. Graduates may transfer credits into the Accounting or Business Management Degree Program.

Total Credits	24
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Course Sequencing

First Year: Fall Semester

Item #	Title	Credits
BCPT101R	Introduction to Computer Applications	3
BUS101R	Introduction to Business	3

First Year: Spring Semester

For electives, student has a choice of Computerized Accounting, Accounting III, Cost Accounting or Taxes. If taking Computerized Accounting, classes are 2 hours, lab is 4 hours and total 3 credits.

Item #	Title	Credits
BUS240R	Business Law	3
	Accounting/Business Elective	3

Second Year: Fall Semester

Item #	Title	Credits
ACCT101R	Accounting I	3
	Accounting/Business Elective	3

Second Year: Spring Semester

Item #	Title	Credits
ACCT102R	Accounting II	3
BUS110R	Principles of Management	3