

Management (C)

Certificate · Program Code: 149 · Credit Hours: 31-32 · Contact Hours: 31-32

Dean: **Michele Andrews** · Faculty Contact: **Chet Jessick**

This certificate program is designed for students who wish to develop the basic skills and knowledge to enter the business workplace after one year of study. This program will prepare students to enter a variety of settings, including retail, service, industry and hospitality.

This certificate can also act as an excellent first step to the Business Management Associate of Applied Science degree, as most of the credits earned will transfer to that degree.

This program is also available 100% online.

Program Requirements: 31-32 Credit Hours

- [B 104 - Business Math \(3 credit hours\)](#)
- [B 161 - Introduction To Business \(3 credit hours\)](#)
- [B 200 - Principles Of Management \(3 credit hours\)](#)
- [B 201 - Human Resource Management \(3 credit hours\)](#)

- [B 111 - Accounting Procedures \(3 credit hours\)](#) **or**
- [B 211 - Principles Of Accounting I \(4 credit hours\)](#)

- [COM 170 - Interpersonal Communication \(3 credit hours\)](#)
- [ENG 111 - English Composition I \(3 credit hours\)](#)
- [ENG 112 - English Composition II \(3 credit hours\)](#)
- [M 200 - Introduction To Marketing \(3 credit hours\)](#)
- [OAS 101 - Customer Service \(1 credit hour\)](#)
- [OAS 252 - Microsoft Office For Windows \(3 credit hours\)](#)

Suggested Sequence for Full-Time Students:

Semester I (Fall)

- [B 104 - Business Math \(3 credit hours\)](#)

- [B 111 - Accounting Procedures \(3 credit hours\)](#) **or**
- [B 211 - Principles Of Accounting I \(4 credit hours\)](#)

- [B 161 - Introduction To Business \(3 credit hours\)](#)
- [COM 170 - Interpersonal Communication \(3 credit hours\)](#)
- [ENG 111 - English Composition I \(3 credit hours\)](#)
- [OAS 101 - Customer Service \(1 credit hour\)](#)

Semester II (Winter)

- [B 200 - Principles Of Management \(3 credit hours\)](#)
 - [B 201 - Human Resource Management \(3 credit hours\)](#)
 - [ENG 112 - English Composition II \(3 credit hours\)](#)
 - [M 200 - Introduction To Marketing \(3 credit hours\)](#)
 - [OAS 252 - Microsoft Office For Windows \(3 credit hours\)](#)
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