

## Business Management Certificate (BMGC)

This program introduces students to various aspects of business management and will qualify them to obtain entry-level management positions as customer service representatives, sales representatives, management-trainees or to become business owners. Credits may be applied toward the A.A.S. degree in Business Management.

### Upon successful completion of this program, graduates will be able to:

- describe the business enterprise concept, including ethical considerations.
- produce conventional written business communications.
- recognize supervisory skills and standard management procedures.
- apply fundamental accounting principles and procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- demonstrate and integrate computer literacy.

<b>Summer</b>		<b>Credits</b>
AOT 112*	Keyboarding I	1
CIS 105	Introduction to Computers and Applications	3
BUS 120	Introduction to Business Organization	3
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		7
<b>First Semester (fall)</b>		
ACC 160	Principles of Accounting I	3
BUS 209	Business Communications	3
BUS 211	Principles of Management	3
Elective**	Free Elective	3
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		12
<b>Second Semester (spring)</b>		
ACC 161	Principles of Accounting II	3
BUS 221	Principles of Marketing	3
BUS 241	Business Law I	3
BUS 252	Human Resource Management	3
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		12
<b>Credit Total</b>		<b>31</b>

\*Placement testing is available for AOT 112.

\*\*Recommended electives: Any AOT; any BUS; CIS 110, 111; ENG 105, 111; MAT 118 or higher level math course; PSY 142.

