

Career Studies Certificates

AREA: Entrepreneurship

PURPOSE: To provide students with the skills to start and develop a business, work with others to identify business opportunities, or join entrepreneurial ventures.

PROGRAM REQUIREMENTS:

Course #	Title	Credits
ACC 211	Principles of Accounting	3
BUS 116	Entrepreneurship	3
BUS 165	Small Business Management	3
BUS 241	Business Law	3
FIN 215	Financial Management	3
ITE 120	Principles of Information Systems	3
MKT 100	Principles of Marketing	3
MKT 228	Promotion	3
MKT 282	Principles of E-Commerce	3
Total		27

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

AREA: General Business

PURPOSE: To introduce students to the essential dimensions of business operation and related concepts

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 205	Human Resource Management	3
BUS 241	Business Law I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
Total		18

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AREA: Sales Management and Marketing

PURPOSE:

PROGRAM REQUIREMENTS:

Course#	Title	Credits
BUS 236	Communications in Management	3
MKT 100	Principles of Marketing	3
MKT 228	Promotion	3
MKT 271	Consumer Behavior	3
MKT 282	Principles of E-Commerce	3
Total		15

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AREA: Small Business Management

PURPOSE: To introduce students to small business management principles and techniques

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ACC 211	Principles of Accounting I	3
ACC 262	Principles of Federal Taxation II	3
BUS 165	Small Business Management	3
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
ITE 115	Intro to Computer Apps & Concepts	3
MKT 100	Principles of Marketing	3
Total		21

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

Career Studies Certificates

AREA: Supervision

PURPOSE: To introduce students to small business management principles and techniques

PROGRAM REQUIREMENTS:

<u>Course#</u>	<u>Title</u>	<u>Credits</u>
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision I	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 236	Communication in Management	3
BUS 241	Business Law I	3
	Total	18

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.