

BUSINESS MANAGEMENT



Certificate

Minimum 30 hours

Career & Technical Education • Certificate • Minimum 2.0 OGPA • Major Code: CBM

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
IT 119**	Basic Software Applications	3
BUS 115**	Keyboarding	1
BUS 191	Financial Accounting	3
BUS 236	Spreadsheet Applications	3
BUS 297	Business Law I	3
Total Hours		16

Spring Semester		Credit Hrs
BUS 298 or IT 135	Legal & Social Env of Business Advanced Software Applications	3
BUS 111	Intro to Business	3
BUS 133	Business Communications	3
BUS 192	Managerial Accounting	3
BUS 256	Business Career Development	2
Total Hours		14

Fall Only Course: BUS 236-Spreadsheet Applications

Spring Only Course: BUS 256-Business Career Development.

**Students who have prior knowledge or work experience with Keyboarding and/or Computer Basic Applications (Word Processing, Data Base, Spreadsheet, Internet, and e-mail) may qualify for proficiency. See proficiency credit in the college catalog

Occupational information about this program is available at O*NET online www.onetonline.org. Once at that website enter the SOC Code that is listed for this program.

O*NET – SOC Code: 11-1011.00, 11-1011.03, 11-1021.00, 11-2022.00, 11-3011.00, 11-3051.00, 11-3051.01, 11-3051.02, 11-3051.03, 11-3051.04, 11-3051.05, 11-3051.06, 11-3071.00, 11-3071.01, 11-3071.02, 11-9021.00, 11-9151.00, 11-9199.00, 31-1051.00, 13-1111.00, 25-1011.00

Career Opportunities:

Entry Level Positions or Self-Employment in a New or Existing Small Business, Sales Representative, Customer Service Representative, Bank Teller, Bookkeeper, Accounting or Statistical Clerk, Property Manager.

Major Employers:

Manufacturing Firms, Wholesale And Retail Trade Firms, Banks, Financial Services, and Insurance Firms; Mining Companies, Construction Firms; Educational Institutions; Government Agencies; Restaurants and Lodging Facilities; Health Care Facilities; Publishing and Printing Companies; Transportation and Communication Services; Public Utilities; Business Services.