

BUSINESS

Technologies

Program	Business Management	<i>Provide business support services to managers, utilizing concepts of accounting, personnel and resource management, awareness of consumer behavior, and business planning.</i>
Credential	Certificate	<i>Three-quarter curriculum comprised of established core courses that provide direct training for a specific occupational competency; mixture of studies in communications, business, and basic Microsoft® applications.</i>
	STUDENT LEARNING OUTCOMES – What am I expected to learn?	<ul style="list-style-type: none"> ■ apply interviewing skills to employ and leadership skills to train, supervise, evaluate, and motivate employees ■ apply administrative skills to effectively organize work, manage time, and set priorities ■ effectively use interpersonal skills to lead and manage a diverse group of people ■ use appropriate computer software to solve business problems and to create documents that enhance effective communications ■ use the problem-solving method to solve ethical dilemmas, customer concerns, and business problems ■ develop a marketing and/or sales plan incorporating new product ideas and strategies ■ demonstrate methods for effectively leading a workplace team, and for being an effective team member
Admission	Standard	<ol style="list-style-type: none"> 1. MTC Application for Admission and nonrefundable applicable fee. 2. Final high school transcript (or GED results) and college transcripts (if applicable). 3. Successful completion of the Basic Skills Assessment (COMPASS) and Technology Skills Test is required. Any College foundation courses suggested by COMPASS results are highly recommended.

BUSINESS MANAGEMENT CERTIFICATE

One-Year Technical Certificate

Course No	Course Title	Credit Hours	Qtrs Offered	Pre-Requisites
FIRST QUARTER (Fall) 19 credits				
ACC 1300A	Financial Accounting I	5	F, W	None
MGT 1400A	Introduction to Management	4	All	None
MGT 2210A	Human Resource Management	4	F	None
MGT 1430A	Customer Relationship Management	2	F	None
OIS 1240A	Computer Applications I	4	All	OIS1200A or TST ¹
SECOND QUARTER (Winter) 17 credits				
ACC 1310A	Financial Accounting II	5	W, Sp	ACC1300A
ENG 1090A	English Composition I	4	All	OIS1240A or concurrent or examination
MKT 2030A	Principles of Marketing	4	F, W	OIS1240A or concurrent, & ECN2000A or approval
OIS 1250A	Computer Applications II	4	W, Sp	OIS1240A
THIRD QUARTER (Spring) 19 credits				
BUS 1100A	Business Mathematics	4	All	COMPASS or MTH0097A
BUS 2100A	Ethics	4	W, Sp	None
ENG 1100A	English Composition II	2	All	ENG1090A
MGT 2410A	Organizational Behavior	4	Sp	MGT1400A or approval
PSY 1120A	General Psychology OR	5	All	None
SOC 1220A	Sociology (5)		W, Sp,Su	None
		Credit Hour Total	55	

¹ TST = Technology Skills Test