

BUSINESS MANAGEMENT

Certificate
99-911-0

Completion of the Business Management Certificate prepares you to apply the critical skills needed to plan, organize, staff, and direct day-to-day business management functions. This certificate is broad based and offers a general background in business management. You may apply these courses to an Associate Degree.

Certificate Outcomes

- Apply computer & technology skills with Microsoft Office Suites software.
- Apply business mathematics and accounting principles.
- Develop business management skills.
- Develop marketing and selling fundamental skills.
- Demonstrate other critical success skills such as oral and written communication.

View the entire course listing (<http://catalog.blackhawk.edu/courses>).

Course	Title	Credits
Semester 1		
102-148	Introduction to Business and Management	3
103-106	Introduction to Microsoft Office Suites	3
104-102	Marketing Principles	3
801-195	Written Communication	3
804-123	Math with Business Applications	3
	Credits	15
Semester 2		
101-117	Accounting Fundamentals	3
102-109	Business Careers Planning and Business Communication	3
102-115	Management Principles	3
102-160	Business Law	3
104-104 or 102-155	Selling Principles or Introduction to Project Management	3
116-193	Human Resource Management	3
	Credits	18
	Total Credits	33