

# BUSINESS MANAGEMENT SPECIALIST



## One-Year Embedded Technical Diploma

31-102-3

This Business Management Specialist technical diploma prepares you to apply the critical skills needed to plan, organize, staff, and lead day-to-day business management functions in an office or other type of business setting. This broad-based short term program offers a general background in foundations of business management. Courses completed in this program directly apply to the Associate of Applied Science degree in Business Management.

- Plan the operations of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Control business processes.

Semester 1		Credits
102-148	Introduction to Business and Management	3
103-128	Introduction to Microsoft Office Suites	2
104-102	Marketing Principles	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3
<b>Credits</b>		<b>14</b>
Semester 2		
101-111	Accounting I	4
102-109	Business Careers Planning and Communication	3
102-115	Management Principles	3
102-155	Introduction to Project Management	3

102-160	Business Law	3
<b>Credits</b>		<b>16</b>
<b>Total Credits</b>		<b>30</b>