

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 Courses: BUS 298-Legal & Social Environment of Business, 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

THE BUSINESS LAB is located in the Learning Center, A-Bldg, 2nd floor. This well-equipped lab and adjacent classrooms are updated and maintained for quality training and technical instruction.

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

This is a Gainful Employment Certificate Program that prepares the student for gainful employment in a recognized occupation. Information regarding program length, cost, average loan debt and completion rates for this program is available at http://www.sic.edu/ge_business_management. You may also access Gainful Employment information from the SIC home page by selecting "Your Right to Know" from the footer of the page, and then selecting the Gainful Employment Programs option.

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.

06/17