

Business Management

The Certificate of Technical Studies (CTS) in Business Management is a 25 credit certificate that supports current and future business owners and leaders. This certificate covers the many important aspects of growing and leading a successful small business.

Graduates with the certificate in Business Management will:

- Develop a working knowledge of business fundamentals such as management principles, marketing, product/service development, sales, and basic accountancy;
- Understand and be capable of building a business infrastructure for business operations, processes and financial decision making;
- Explore the risk and success factors in the marketplace;
- Understand how to access human, financial, and business resources;
- Identify and know how to meet market needs; and
- Create an environment that encourages interaction with other entrepreneurs and professionals.

Year 1	Credits	
	Fall	Spring
QuickBooks or Excel: ¹	3	
ACTG 125 - QuickBooks or CAPP 156 - Microsoft Excel		
BMGT 235 - Management	3	
ACTG 101 - Accounting Procedures I	4	
BMKT 225 - Marketing	3	
Take two of the following courses: ¹	6	
BMKT 240 - Advertising		
BGEN 235 - Business Law		
AMGT 127 - Business Office Procedures		
BMKT 112 - Applied Sales		
BMGT 210 - Small Business Entrepreneurship	3	
BMGT 215 - Human Resource Management	3	
Year Total:	13	12
Total Program Credits:	25	

¹ Can be taken either Fall or Spring