



**BUSINESS MANAGEMENT  
Certificate Program**

Career Curriculum BUS 2007  
Certificate Program  
Minimum Hrs. 38  
Major Code: 1.2 520201J

**FIRST YEAR - FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 235 Business Correspondence	3	___
BUS 255 Customer Service	3	___
ECO 201 Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3 12	___ ___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting	3	___
MAT 113 Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3	___
MKT 113 Principles of Marketing I	3	___
MKT 130 Sales I	3	___
	12	___

**FIRST YEAR - SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 222 Legal/Social Environment of Business	3	___
CIS 207 Computer Applications	3	___
IDM 120 Safety and Environmental Management	2	___
MGT 112 Principles of Management	3	___
MGT 228 Small Business Management	3	___
	14	___

Fall Only Courses:      Spring Only Courses:

BUS 255	IDM 120
MKT 113	MGT 112
MKT 130	MGT 228

The Business Management Certificate Program (BUS 2007) is an ICCB approved extension of the Business Management AAS Degree (BUS 2006).

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet–Business Management Certificate Program \(BUS 2007\)](#). You can also access this information by typing the following URL into your browser’s address bar:  
[http://www.jalc.edu/gainful\\_employment/virtual\\_assistant/Gedt.html](http://www.jalc.edu/gainful_employment/virtual_assistant/Gedt.html)

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Fall 2015**

**Career Opportunities:** entry-level management positions in retail management, sales management, office management, and restaurant management; possible career opportunities within local, state, and federal government agency facilities.