



# Certificate in Business Management

Career Curriculum BUS2007  
Minimum Hours: 38  
Major Code: 1.2 520201J  
Effective Date: Fall 2015

## FIRST YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
BUS	110	Introduction to Business	3	_____
BUS	235	Business Communication	3	_____
BUS	255	Customer Service	3	_____
ECO	201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	<u>3</u> 12	_____

## NOTES AND INFORMATION

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).

## FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
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	<u>3</u> 14	_____

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 \(BUS 2007\)](http://www.jalc.edu/gainful_employment/business_management/Gedt.html). You can also access this information by typing the following URL into your browser's address bar: [http://www.jalc.edu/gainful\\_employment/business\\_management/Gedt.html](http://www.jalc.edu/gainful_employment/business_management/Gedt.html)

**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.

## SECOND YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
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	<u>3</u> 12	_____

*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.*