



## College Credit Certificate in Business Operations (Part-Time)

| Fall                              | Credit   | Spring                                      | Credit   |
|-----------------------------------|----------|---------------------------------------------|----------|
| ACG 2021 Financial Accounting     | 3        | MAN 2021 Management Concepts                | 3        |
| BUL 2241 Business Law I           | 3        | MAR 2011 Principles of Marketing            | 3        |
| GEB 1011 Introduction to Business | 3        | MAN 1300 Intro to Human Resource Management | 3        |
| <b>Total</b>                      | <b>9</b> | <b>Total</b>                                | <b>9</b> |

### Program Description:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business, Management, and Administration career cluster. The content includes but is not limited to instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions. This certificate prepares students for entry to intermediate level positions in business.

The courses listed on this sheet are only a guide. Following these tracks does not guarantee admission into a university. Course requirements may change each year. You are responsible and encouraged to work closely with your advisor. Some courses are offered night/online only every other year.

### Contact Information:

For more information, Advising Services at (305) 809-3196 or [advising.services@fkcc.edu](mailto:advising.services@fkcc.edu)