

BUSINESS OPERATIONS (CCC)

MNA 2300	Introduction to Human Resource Management	3
SBM 2000	Small Business Management	3
Total Hours:		18

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): On-Campus, Hybrid, Online

Location(s): All campuses and online

Limited Access: No

Program Testing Requirements: Not Required

Academic Community: BUSN

Program Code: BOCC

Classification of Instructional Programs (CIP) Code: 52.0201

Florida Department of Education CIP Code: 0552020104

This certificate is part of the A.S. Business Administration degree.

The program is designed to prepare students for entry-level employment in the field of business management and administration. Students will be provided a wide-ranging overview of the principles and practices of management. Significant emphasis will be on essential human relations skills and the efficient management of human resources.

This College Credit Certificate course sequence contributes to the overall academic knowledge, technical proficiency, decision-making skills, and problem-solving abilities of the student in the area of business management and administration.

Refer to the [College Credit Certificate](#) overview page to find information about admission, graduation, general education and other requirements.

Visit the [program page](#) for more information.

Program of Study

Code	Title	Credit Hours
Major Courses		
ACG 2021	Financial Accounting	3
BUL 2241	Business Law 1	3
GEB 1011	Introduction to Business	3
MAN 2021	Business Management Principles	3
MNA 2300	Introduction to Human Resource Management	3
SBM 2000	Small Business Management	3
Total Hours:		18

Course Sequence

Below is the recommended sequence for taking courses in this degree. Using this guide and meeting with your assigned advisor each term is the key to successful program completion.

Please note that course prerequisites, including required developmental math, reading, or writing, need to be completed to continue on to the more advanced course. Click on the course number to see the requirements.

Code	Title	Credit Hours
ACG 2021	Financial Accounting	3
BUL 2241	Business Law 1	3
GEB 1011	Introduction to Business	3
MAN 2021	Business Management Principles	3

Learning Outcomes

1. Prepare financial statements based on analysis of business transactions
 - *Core Ability Supported: Process Information*
2. Evaluate and analyze criminal law applications including business and white-collar crime
 - *Core Ability Supported: Think Critically and Solve Problems*
3. Evaluate organizational communications including internal and external communication methods and best practices
 - *Core Ability Supported: Communicate Effectively*