

Program:	MGT.CERT Business Management Certificate (36 credits)			Division:	Business
Student:		ID#:		Catalog Year:	2026-2027

Developmental Education Courses (if required)								
☐	EAP-018	Intensive Academic English	☐	MAT-020	Basics of College Math	☐	COM-017/019	Foundational Reading/Writing
☐	EAP-020/040	EAP Reading I and Writing I	☐	MAT-03_		☐	COM-097	Academic Literacy I
☐	EAP-050/060	EAP Writing II and Reading II				☐	COM-098	Academic Literacy II

SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion. Plans may be modified by adding more semesters.

SEMESTER 1 – Fall (12 credits)

Legend: All = Fall/Spring/Summer; OL = Online

Course Type	Course Number	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
Major	ACC-105	Financial Accounting	3	COM 098 or EAP-050 and EAP-060	F/Sp/OL
Major	BUS-100	Introduction to Business	3	COM-098 or EAP-060 and EAP-050	All & OL
Major	COM-121*	English Composition I	3	COM-098 or EAP-060 and EAP-050 with a "C" or better or by placement	All & OL
Major	MGT-100	Principles of Management	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 2– Spring (15 credits)

Legend: All = Fall/Spring/Summer; OL = Online

Course Type	Course Number	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
Major	ACC-110	Managerial Accounting	3	ACC-105, BUS-110	All
Major	BUS-220	Principles of Marketing	3	COM-121* with "C" or better, BUS-100	All & OL
Major	BUS-230	Business Law	3	COM-121* with "C" or better	All & OL
Major	IFT-110*	Microcomputer Applications	3	MAT-020; COM 097 or EAP 040 & EAP 020 or by placement	All & OL
Major	MGT-210	Supervisory Management	3	MGT-100 and COM-121* with "C" or better. Strongly recommend MGT-200	Spring

SEMESTER 3– Fall (9 credits)

Legend: All = Fall/Spring/Summer; OL = Online

Course Type	Course Number	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
Major	MGT-200	Human Resource Management	3	COM-121* with "C" or better and MGT-100	Fall
Major	MGT-215	Human Relations in Business	3	COM-098 or EAP-060 and EAP-050	All
Major	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All

*Sections of these courses offered in the Honors Program, check <https://www.racc.edu/academics/honors-program> for details. **Online (OL)** may not be offered every semester. Please check the schedule.

The Business Management Certificate Program is designed to develop the skills necessary to implement and monitor effective business management practice. The knowledge gained from these courses will be helpful in entry-level management and management trainee positions. Coursework may later be applied to an Associate in Applied Science degree.