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| Program: Business Management, CC (39 credits) | | Division: Business | |
| Student: | ID#: | Calendar Year: 2020-2021 | |

| Program of Study | | | | | | | |
|-------------------------|----------------|-----------------------------|------------|-------------|--|-------------|--------------|
| √ | Course# | Course Name | Cr. | Req. | Pre-requisites | Sem. | Grade |
| | ACC-105 | Financial Accounting | 3 | X | COM 098 or EAP-050 and EAP-060; IFT-110 (may be taken concurrently). BUS-110 recommended | F/Sp/OL | |
| | ACC-110 | Managerial Accounting | 3 | x | ACC-105, MAT-030 | All | |
| | BUS-100 | Introduction to Business | 3 | X | COM-098 or EAP-060 and EAP-050 | All & OL | |
| | BUS-106 | Business Communications | 3 | X | COM-098 or EAP-060 and EAP-050 | All | |
| | BUS-220 | Principles of Marketing | 3 | X | BUS 100, COM-121/2 | All & OL | |
| | BUS-230 | Business Law | 3 | X | BUS 100 or OFT-230, COM-121 | All&OL | |
| | COM-121* | English Composition I | 3 | X | COM-098 or EAP-060 and EAP-050 with grades of C or better | All & OL | |
| | IFT-110* | Microcomputer Applications | 3 | X | MAT-020 | All & OL | |
| | MGT-100 | Principles of Management | 3 | X | COM-098 or EAP-060 and EAP-050 | All & OL | |
| | MGT-200 | Human Resource Management | 3 | X | COM-121 or COM-122 and MGT-100 | Fall | |
| | MGT-210 | Supervisory Management | 3 | X | MGT-100 and COM-121 or COM-122. Strongly recommended MGT-200 | Spring | |
| | MGT-215 | Human Relations in Business | 3 | X | COM-121 or COM-122 | All | |
| | CSS-103* | College Success Strategies | 3 | X | | All & OL | |

*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.

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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 if the student desires.

Advisor's Contact Information:

Name: Sandy Kern, Professor

Office: W222

Phone: 610-372-4721, ext.5164

E-Mail: skern@racc.edu