

BUSINESS MANAGEMENT CERTIFICATE

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The Business Management certificate provides students with the knowledge and skills needed for an entry-level supervisory position in a business environment. The curriculum focuses on management, leadership, communication, and technology skills. Additionally, the students are introduced to basic marketing, accounting, economic, legal, and human resource concepts. This certificate flows seamlessly into the Associate of Applied Business Degree in Business Administration.

Program Learning Outcomes

Upon completion, the student will be able to:

1. Develop knowledge of best practices in the four key managerial functions: 1) planning, 2) organizing, 3) leading and 4) controlling.
2. Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to the business management profession.
3. Utilize software platforms commonly used in the business management profession.

Business Administration Certificate

Technical Standards

See here for details.

Code	Title	Hours
ACC 1010	Corporate Accounting Principles	4
AOT 2640	Spreadsheet Software and Applications	3
BUS 2100	Business Law	3
COM 1160	Business Communications	3
CPT 1250	Computer Applications in the Workplace	3
ECN 1430	Micro Economics	3
MGT 1010	Principles of Management	3
MGT 2000	Human Resource Management	3
MGT 2010	Organizational Behavior	3
MKT 1010	Principles of Marketing	3
Total Hours		31