

Business Specialist Technical Certificate Program Code 6288

Program Description: The Business Specialist Technical Certificate is designed to prepare students for entry-level positions in a variety of business environments, or to provide supplemental training for persons previously or currently employed in management and supervisory occupations. The content of instruction includes the areas of planning, organizing, directing, and controlling of a business, with the emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions. This certificate can be taken as a stand-alone program or in conjunction with the AS degree in Business Administration or another related technical certificate.

Career Pathway: Business

Program Entrance Requirements: HS Diploma or GED

Additional Program Information: Internship Information
<http://broward.edu/studentresources/career/Pages/internships.aspx>

Location(s): All courses are offered at all BC locations and online. Please consult the course schedule for specific semester locations.

Contact information: Program contact information can be found at
<http://www.broward.edu/academics/programs/business/Pages/default.aspx>

Related Programs at Broward College:

Business Administration Associate in Science (2119)
Business Management Technical Certificate (62671)
Business Operations Technical Certificate (6320)

Required Courses

CGS1060C Computer and Internet Literacy

One course (3 credits) from the following area:

ACG2001 Principles of Accounting I
ACG2011 Principles of Accounting II
ACG2071 Managerial Accounting
FIN1100 Personal Finance

One course (3 credits) from the following area:

OST2335 Communications in the
 Workforce
SPC1024 Introduction to Speech
 Communications
SPC1608 Introduction to Public
 Speaking

Choose one course (3 credits) from one of the following areas:

Banking

ECO2013 Principles of Macroeconomics
ECO2023 Principles of Microeconomics
ECO2220 Money and Banking
FIN1100 Personal Finance

Sales/Customer Service

MKA1021 Salesmanship
MKA1511 Advertising
MNA1161 Introduction to Customer Service

Management

MAN2021 Introduction to Management
MAN2604 International Business Environment

MNA2345 Principles of Supervision

Total Program Credit Hours 12

Notes: Many courses have specific pre-requisite and co-requisite requirements that must be followed. Students are encouraged to consult the Course Information Table for a detailed list of all requisite requirements.

Students are strongly encouraged to meet with an advisor to create an educational plan.