

**BUSINESS ADMINISTRATION
BUSINESS MANAGEMENT CERTIFICATES
Business Specialist Technical Certificate Major Code 6288 (6288E)**

Program Description

The purpose of these certificate programs is to prepare students for specialist or supervisory positions in a variety of business environments, or to provide supplemental training for persons previously or currently employed in management and supervisory occupations. Upon successful completion of this program, the student can proceed toward completion of an advanced certificate or an AS or AAS degree. 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. All courses are available on-line.

Note: students will be awarded this certificate upon completing one of the following options (duplication is not allowed).

Related Programs

International Business Management Specialization Associate in Applied Science Major Code A007
Business Administration Associate in Science Major Code 2119 (2119E)
Business Management Technical Certificate Major Code 62671 (6267E) ^o

Customer Service Specialization Technical Certificate Major Code 62672^o
Sports Management Specialization Technical Certificate Major Code 62673^o
Entrepreneurship Technical Certificate Major Code 62674^o

^oStudents can earn a certificate from 62671, 62672, 62673, or 62674, but not from two or more of these programs.

Entrance Requirements

- HS Diploma or GED
 - PERT
- The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see <http://www.broward.edu/testing/>. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

Option 1 International Business Option

The purpose of this certificate is to prepare students for employment in specialist or supervisory occupations in such areas as: documentation/billing, international trade, traffic/transportation/warehousing, or other mid-management or specialist positions in the international business field.

ACG 2001	Principles of Accounting I	3
CGS 1060C	Computer and Internet Literacy	3
MAN 2604	International Business Environment	3
MTB 1103	Business Math	3
Total Certificate Semester Hours		12

It is strongly recommended that students see an academic advisor or counselor every term.

Note: The Major Code 6288E is for students who take this program on-line.

Option 2: Small Business Management Option

The purpose of this certificate is to prepare students for employment in specialist or supervisory occupations in such areas as: customer service, employee relations, merchandising, production, distribution, or other management positions.

ACG 2001	Principles of Accounting I	3
GEB 1011	Introduction to Business	3
MNA 2345	Principles of Supervision	3
OST 2335	Communications in the Workplace	3
Total Certificate Semester Hours		12

It is strongly recommended that students see an academic advisor or counselor every term.

Note: The Major Code 6288E is for students who take this program on-line.

Option 3: Logistics Specialist Option

The purpose of this specialization is to prepare students for initial employment with an occupational title or to provide supplemental training for persons previously or currently employed in these occupations with cross-functional skills necessary for planning, acquisition, flow and distribution of goods and services.

BUL 2241	Business Law I	3
TRA 1010	Transportation and Logistics	3
TRA 1156	Operations Management	3
TRA 1154	Supply Chain Management	3
Total Certificate Semester Hours		12

It is strongly recommended that students see an academic advisor or counselor every term.

Note: Courses in this option count toward the Global Trade and Logistics Associate in Science Major Code 2205. The Major Code 6288E is for students who take this program on-line.