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**Business Specialist Technical Certificate Major Code 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 A.S. or A.A.S. 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.

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**Business Specialist Technical Certificate Major Code 6288E  
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
<b><i>Total Certificate Semester Hours</i></b>		<b><i>12</i></b>

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**Business Specialist Technical Certificate Major Code 6288E  
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	OST 2335	Communications in the Workplace	3
GEB 1011	Introduction to Business	3	<b><i>Total Certificate Semester Hours</i></b>		<b><i>12</i></b>
MNA 2345	Principles of Supervision	3			