BUSINESS ADMINISTRATION, WORKPLACE ESSENTIALS – CERTIFICATE

WPEC

This focused Certificate program provides students with an opportunity to develop basic business skills to better understand the workplace providing a blend of soft skills, theory, and practical application to support entry or re-entry into the workforce.

Successful completion of this certificate provides students with both an academic foundation and practical skills for navigating the workplace. It is ideal for individuals re-entering the workplace, or for those already working in the business world who seek opportunities for personal and professional growth in for-profit and non-profit firms.

Note: All credits earned in this certificate program can be applied toward the A.S. Degree in Business Administration, and the A.A. Degree in General Studies.   Two courses require prerequisites, corequisites and/or testing. See course descriptions for details.

Program Learning Outcomes

Upon completion of this program, a student will be able to:

1. Demonstrate an understanding of "soft skills" and their importance in achieving career success.
2. Describe and discuss the various factors necessary for cultivating a business.
3. Distinguish among the various forms of business ownership.
4. Demonstrate an understanding of effective management principles as outlined in selected text learning objectives.
5. Demonstrate research and analytical skills by using both human and technological resources.
6. Perform fundamental tasks common to most application software including word processing, spreadsheets and presentations.
7. Recognize and demonstrate an understanding of core concepts and theories of public, interpersonal, and small group communication.
8. Apply theories and skills to be a competent communicator in a variety of contexts with diverse audiences.

Certificate Requirements

Code	Title	Hours
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business SSCI; Written Communication; Social and Professional Responsibilities	3
BUSN 2050	Principles of Management^	3
COMM 1010	Communication Fundamentals^ HUMN; Non-Written Communication; Social and Professional Responsibilities	3
Choose ONE of the following:		3
ACCT 1030	Computerized Accounting	
BUSN 1015	Business Computing Applications	
COMI 1300	Introduction to Data Analytics	
Choose ONE of the following:		3-4
ACCT 1010	Financial Accounting	
BUSN 1050	Small Business Administration	
BUSN 1060	Leadership Development	
BUSN 1145	Entrepreneurship 1: Introduction to Entrepreneurship	
Total Hours		**18-19**

Recommended Course Sequence

Course	Title	Hours
Year 1		
Semester 1		
BUSN 1000	Workplace Relationships	3
BUSN 1010	Introduction to Business	3
Choose ONE of the following:		3
ACCT 1030	Computerized Accounting	
BUSN 1015	Business Computing Applications	
COMI 1300	Introduction to Data Analytics	
	Hours	**9**
Semester 2		
COMM 1010	Communication Fundamentals^	3
BUSN 2050	Principles of Management^	3
Choose ONE of the following:		3-4
ACCT 1010	Financial Accounting	
BUSN 1050	Small Business Administration	
BUSN 1060	Leadership Development	
BUSN 1145	Entrepreneurship 1: Introduction to Entrepreneurship	
	Hours	**9-10**
	Total Hours	**18-19**