

Certificate Level 1 Business Management

18 Total Credit Hours

First Semester

BMGT	1307	Team Building
BMGT	1327	Principles of Management
BMGT	1341	Business Ethics

Second Semester

BMGT	2303	Problem Solving and Decision Making
BMGT	2309	Leadership
HRPO	2307	Organizational Behavior (Capstone)

BMGT 1307: Team Building **3 credit hours (W)**

Principles of building and sustaining teams in organizations. Includes team dynamics, process improvement, trust and collaboration, conflict resolution, and the role of the individual in the team.

BMGT 1327: Principles of Management **3 credit hours (W)**

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, supply chain management, negotiation techniques, and ethical issues in purchasing.

BMGT 1341: Business Ethics **3 credit hours (W)**

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT 2303: Problem Solving and Decision Making **3 credit hours (W)**

Decision-making and problem-solving processes in organizations utilizing logical and creative problem-solving techniques. Application of theory is provided by experiential activities using managerial decision tools.

BMGT 2309: Leadership **3 credit hours (W)**

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

HRPO 2307: Organizational Behavior (Capstone) **3 credit hours (W)**

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

BUSINESS MANAGEMENT MARKETABLE SKILLS

- View and plan for future needs, set priorities, adjust as needed, and organize work flow and outputs.
- Apply basic understanding of the income statement, balance sheet, sources and uses of funds statement, and cash flow statement.
- Work productively with others to achieve group goals.
- Communicate effectively and professionally with peers, managers, customers, and other stakeholders.
- Take time to understand the point being made and ask appropriate questions.
- Analyze data critically to reach sound conclusion.
- Identify key drivers to make decisions and align to a clear path and direction.
- Apply fact-based and fair-minded solutions when resolving conflict.