

### Business Administration

The Business Administration program prepares students for employment or advanced in the business profession. The course selections emphasize a business foundation along with the opportunity to focus in marketing or management. Career opportunities in marketing, sales, management, team leadership and supervisory rolls exist in practically every industry.

There are four options within this program:

- **Business Administration** A.A.S. Degree
- **Business Operations** Technical Certificate
- **Business Management** Technical Certificate
- **Marketing** Technical Certificate

Students may choose to pursue an A.A.S. degree and earn technical certificates while completing the requirements for the degree, or pursue one or more certificate programs to develop or upgrade their skills in a particular field. Contact an advisor or counselor to determine the career education path that is best for you.

Students may complete a degree in only one of the three specialty tracks: Management, Marketing, or Distribution and Logistics. Students who wish to add a second area of specialization after completing a degree should pursue the technical certificate in that area.

### Business Management (6251)

#### Technical Certificate

Earning this certificate supplements the basic business knowledge provided in the Business Operations program with solid management skills. You will be qualified to work as a distribution, facility or inventory supervisor; human resources specialist; production coordinator; or in another rewarding mid-level management position in a number of business environments. If you are already working, consider this supplemental training to enhance your skills and performance. If you plan to pursue the A.A.S. degree in **Business Administration** with an emphasis in business management, this certificate provides an excellent foundation.

#### Articulations

All of the courses in this program can be applied to the **Business Administration** associate degree.

#### Cost

Estimated cost of tuition is \$1,594 (tuition rated for Florida residents, as of 7/07). Contact the program manager for additional costs (materials, fees, textbooks).

#### Need More Information? Contact:

**Sandra Beck**, Downtown Campus, 904.633.8380

**Sheri Litt**, Kent Campus, 904.381.3704

**Janice Hall**, North Campus, 904.766.6705

**Phil Petersen**, South Campus, 904.646.2096

#### Curriculum

Course Number and Title	Credits
<b>Required Professional Courses</b>	
<b>GEB 1011</b> Introduction to Business	3
<b>APA 1001</b> Applied Accounting	3
<b>or ACG 2021</b> Financial Accounting (4 cr.)	
<b>BUL 2131</b> Business Law I — The Legal Environment of Business	3
<b>FIN 2000</b> Principles of Finance	3
<b>MAN 2021</b> Principles of Management	3
<b>MAR 1011</b> Principles of Marketing	3

<b>MAN 2300</b>	Human Resource Management	3
<b>MAN 2125</b>	Supervision and Performance Improvement	3
	<b>Credit Hours</b>	<b>24</b>
	<b>Total Credit Hours</b>	<b>24</b>

Please see the technical certificate **Graduation Requirements**.

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