Business Administration Specialist
17-104-5 Technical Certificate

Overview
The Business Administration Specialist certificate will prepare students for success in today's business world. Areas of emphasis include supervision, human resource management, and business law.

Special Feature
This certificate is completely focused on the key areas of business administration.

Outcomes
Employers will expect graduates to be able to:

• Handle basic functions of a business office
• Make informed decisions regarding business transactions
• Document business transaction and planning documents
• Communicate and relate with clients, peers, and supervisors

Career Outlook
Graduates of this certificate will be qualified to become an integral support employee in a business firm.

Related Program
• Business Management

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10104198</td>
<td>Managing Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>10116100</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>10105100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>10105125</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>10145101</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>10196191</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>10801197</td>
<td>Technical Reporting ▲</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATE REQUIREMENTS 18

▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

Course Descriptions

10104198
Managing Human Resources - Credits: 3
Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

10116100
Human Resource Management - Credits: 3
In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10105100
Introduction to Business - Credits: 3
This is an introductory course designed to develop an understanding of the activities, functions, and principles of business enterprises. The course helps to gain insight into the responsibilities and challenges of operating a business. Emphasis is on the interaction of the various functions required to operate businesses of all sizes. Specifically, the areas of business trends, ownership models, leadership, human resources, marketing, information management, and finance will be explored.

10105125
Business Law - Credits: 3
Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10145101
Entrepreneurship - Credits: 3
This course is designed to develop the planning, organizing, financing, and management functions needed to start a small business. Included are research methods and identification of the resources to create, develop, and implement solutions to problems. Students will also develop appropriate strategies to initiate or maintain a small business.

10196191
Supervision - Credits: 3
In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10801197
Technical Reporting - Credits: 3
The student will prepare and present oral and written technical reports. Types of reports may include lab and field reports, proposals, technical letters and memos, technical research reports, and case studies. Designed as an advanced communication course for students who have completed at least the prerequisite introductory writing course. PREREQUISITE: 10801136 English Composition I.