

Small Business and Entrepreneurship, Certificate

Skill Set	Business Application	General Employment Application	Delivery within Program/Award
Business Awareness	Product/Service knowledge, Sourcing, Loss Prevention Create Action Plans from data assessment, Process analysis	Develop an awareness of how businesses operate, operational processes, the products/services sold, the types of customers served. Develop an understanding of profit margins and ROI	BMGT 1327, Principles of Management BUSG 2309, Small Business Management and Entrepreneurship
Quantitative Decision-making	Cash and Credit Management, P-E Ratios, Breakeven analysis, Devising Pricing Strategies, Inventory Management, Forecasting and Budgeting, Assessing Suppliers, Bid Analysis	Compile and translated structured financial and sales data reports through the use of quantitative tools/models, Prepare and interpret financial reports and spreadsheets.	BUSG 2309, Small Business Management and Entrepreneurship BMGT 2310, Financial Management ACCT 2301, Principles of Financial Accounting
Information Technology	Point-of-Sale (POS) Systems, Utilizing Inventory Control Management Systems, Employee payroll and reporting requirements.	Assist in managing data imports and exports and using tables, spreadsheets and decision tools to analyze organization, customer, product data, Prepare reports	BUSG 2309, Small Business Management and Entrepreneurship ACCT 2301, Principles of Financial Accounting
Marketing and Promotion	Analyze Sales Patterns, Assessing Customer Preferences, Determining Marketing Mix, Plan Promotions	Assist in specialized reporting and communication within the company and business stakeholders	MRKG 1311, Marketing BUSG 2309, Small Business Management
Customer Service	Manage Customer Relations, Effective communication with employers and vendors	Provide helpful information Efficient/effective/accurate problem solving	BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior
Business Communication	Provide accurate guidelines and written reports, Synthesize and convey data	Prepare accurate communiques and specialized reports with supporting documentation	BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior
Interpersonal Skills	Interactions with customers, employees, suppliers	Hiring and training employees, resolve conflict with customers and internally, ability to problem solve	BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior

Retail Management, Certificate

Skill Set	Business Application	General Employment Application	Delivery within Program/Award
Business Awareness	General business environmental forces; Product knowledge; Sourcing; Rotation; Merchandising; Merchandise control; Loss prevention	Identification of external and internal forces impacting business; Develop an awareness of how retail businesses operate, the products sold, the types of customers served. Develop an understanding of profit margins	MRKG 1302, Retail Management BMGT 1327, Principles of Management
Quantitative Decision-making	Cash and credit management; Devising pricing strategies (including markdowns); Inventory management; Forecasting and budgeting; Assessing suppliers; Bid analysis	Assist in planning and control through the use of quantitative tools/models	MRKG 1302, Retail Management ACCT 2301, Principles of Financial Accounting
Information Technology	Point-of-sale (POS) systems; Cashiering; Utilizing inventory control management systems; Online ordering systems	Assist in managing data imports and exports and using tables, spreadsheets and decision tools to analyze organization, customer, product data, Prepare reports	BCIS 1405, Business Information Systems MRKG 1302, Retail Management MRKG 1311, Marketing
Marketing	Analyze sales patterns; Assessing customer preferences; Determining marketing mix; Plan promotions	Assist in specialized reporting and communication within the company and business stakeholders	MRKG 1302, Retail Management MRKG 1311, Marketing
Customer Service	Manage customer relations; Effective communication with employers and vendors	Provide helpful information Efficient/effective/accurate problem solving	BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior MRKG 1302, Retail Management
Business Communication	Provide accurate guidelines and written reports	Prepare accurate communiques and specialized reports with supporting spreadsheet documentation	BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior HRPO 2301, Human Resource Management

Leadership, Certificate

Skill Set	Business Application	General Employment Application	Delivery within Program/Award
Leadership Skills	Understanding of the role leadership plays within an organization and building upon individual traits to develop leadership qualities.	Assist in training, directing and leading other employees	BMGT 1327, Principles of Management BUSG 2309, Leadership
Interpersonal skills	Interaction with customers, employers, and suppliers	Hiring and training employees, resolve conflict with customers and internally; Understand the importance of diversity within the workplace.	BMGT 1327, Principles of Management BMGT 2309, Leadership HRPO 2307, Organizational Behavior HRPO 2301, Human Resource Management
Teamwork and team building	Understanding of the teamwork and teambuilding processes and how it can facilitate organizational/business success.	Use teamwork tools and techniques to increase efficiency and productivity.	BMGT 2309, Leadership BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior
Business environment analysis	General understanding of business influences (internal and external) and business functions using multiple analytical tools	Assist in planning, implementation and controlling in daily business operational areas; improve analytical acumen and decision making.	BMGT 1327, Principles of management

Bookkeeping, Certificate

Skill Set	Business Application	General Employment Application	Delivery within Program/Award
Technology Competence	Microsoft Excel QuickBooks	Assist in managing data imports and exports and using tables, spreadsheets and decision tools to analyze organization and client data Prepare presentations/reports	BCIS 1405, Business Information Systems or ITSW 1304, Introduction to Spreadsheets ACNT 1303/1304 College Accounting ACNT 1311, Introduction to Computerized Accounting
Generally Accepted Accounting Principles	Prepare journal entries (periodic, adjusting, closing) and financial statements for small companies.	Understand the impact of financial transactions on an entity's financial statements.	ACNT 1303, Introduction to College Accounting I ACNT 1304, Introduction to College Accounting II
Payroll and Business Tax	Prepare payroll journal entries and payroll reports for a business.	Understand the current employment requirements and procedures, and the importance of timeliness in payments and reporting.	ACNT 1329, Payroll and Business Tax

Business Management, AAS

Skill Set	Business Application	General Employment Application	Delivery within Program/Award
Teamwork	Understanding of the teamwork and teambuilding processes and how it can facilitate organizational/business success.	Use teamwork tools and techniques to increase efficiency and productivity.	BMGT 2309, Leadership BMGT 1327, Principles of Management HRPO 2307, Organizational Behavior
Leadership Skills	Understanding of the role leadership plays within an organization and building upon individual traits to develop leadership qualities.	Assist in training, directing and leading other employees	BMGT 1327, Principles of Management BUSG 2309, Leadership

Skill Set (AAS cont.)	Business Application	General Employment Application	Delivery within Program/Award
Business Environment	General understanding of business influences (internal and external) and business functions using multiple analytical tools	Assist in planning, implementation and controlling in daily business operational areas; Improve analytical acumen and decision making;	BUSI 1301, Business Principles BMGT 1327, Principles of Management ECON 2302, Microeconomics MRKG 1311, Introduction to Marketing MRKG 2312, E-Commerce Marketing
Financial Management	Apply valuation techniques; Prepare risk and return analysis; Prepare budgets (capital and operating); Make capital structure decisions; Monitor cash flows: Support special operational decision situations with quantitative analysis	Use decision-making tools and techniques for business investment analysis, financial planning and operational analysis	BMGT 2310, Financial Management ACNT 2311, Managerial Accounting
Problem Solving/ Decision Making	Develop recommended actions, both general and strategic in focus; Develop strategies and analyze marketing plan components based on consumer data.	Application of traditional business models for increased efficiency of resources	BMGT 1327, Principles of Management BMGT 2341, Strategic Management BMGT 2310, Financial Management MRKG 1311, Principles of Marketing MRKG 2312, E-Commerce Marketing
Technical Competence	Microsoft Excel, Word, PowerPoint	Assist in managing data imports and exports and using tables; Use spreadsheets and decision tools to analyze organization and client data Prepare presentations/reports	ITSW 1304 or BCIS 1405 MRKG 1311, Introduction to Marketing MRKG 2312, E-Commerce Marketing
Interpersonal Skills	Interactions with customers, employees, suppliers	Hiring and training employees; Resolve conflict with customers and internally; Understand the importance of diversity within the workplace	BMGT 1327 Principles of Management HRPO 2307 Organizational Behavior HRPO 2301 Human Resource Management BMGT 2309, Leadership