

Student ID: \_\_\_\_\_  
 Student Name \_\_\_\_\_  
 Advisor Name \_\_\_\_\_

Catalog: MCC 2021-2022 Catalog  
 Program: C. Fundamentals of Business  
 Credits Required: 28

## Fundamentals of Business – Certificate (C.)

This certificate is designed to develop the necessary skills for persons seeking employment in entry-level business positions. **This program can be completed online.**

### Upon completion of this program, graduates will:

- Interpret and explain financial statements to make management decisions;
- Identify the key roles of Marketing and Advertising in the workplace;
- Utilize Microsoft Office which includes Word, Excel, Power Point and Access;
- Explain the critical concepts in Management;
- Utilize effective communication techniques for professional and personal correspondence;
- Explain core human resource concepts for the health of an organization;
- Develop financial skills.

### First Year

FALL SEMESTER : 16 CREDITS			TERM TAKEN	GRADE	NOTES
WRIT 122	INTRO TO BUSINESS WRITING (PREFERRED)	3			
OR					
	WRITTEN COMMUNICATIONS CORE ELECTIVE	(3)			
BMKT 225	MARKETING	3			
BMGT 215	HUMAN RESOURCE MANAGEMENT	3			
CAPP 120	INTRO TO COMPUTERS	3			
ACTG 201	PRINCIPLES OF FINANCIAL ACCOUNTING	4			
SPRING SEMESTER : 12 CREDITS			TERM TAKEN	GRADE	NOTES
COMX 115	INTERPERSONAL COMMUNICATIONS	3			
BMGT 235	MANAGEMENT	3			
BFIN 205	PERSONAL FINANCE	3			
M 108	BUSINESS MATH	3			

### Prerequisites /Supplemental/Required Courses

	TERM TAKEN	GRADE	NOT REQ.