

Business Management

Certificate

Program Objective

The Business Management Certificate is designed to prepare students for management and supervisory level positions in today's fast-paced business environment. Its objective is to help students who are seeking to re-enter the business sector, or who are currently working and wish to upgrade their business and supervisory skills in order to further their career. Courses focus on professional skills required by today's employers, including knowledge of how businesses utilize technology, e-commerce, business supervisory skills, business correspondence, project management, customer service, and marketing. This program provides students with:

- A solid foundation in basic principles of a business environment, including current computer applications, marketing and sales, and customer service.
- An introduction to the most relevant aspects of business management and administration
- Professional skills in high demand by employers. These skills include: team-work, communication, customer service, leadership, research, and problem solving.
- A solid knowledge of business practices and principles. It also develops the student's ability to relate and apply this knowledge to their current work environment

Program Notes

Financial assistance may be available to qualified students. Students must also achieve a 75% program average to earn a Business Management Certificate.

Career Opportunities

This program provides the student with a range of business knowledge and skills, resulting in a knowledgeable and skilled team leader. Graduates of this program are prepared for a variety of supervisory and management trainee positions in a broad range of employment settings, specializing in those areas of interest, experience, and greatest ability. Careers in

accounting and finance, marketing, production and operations, human resources, and general administration are available to those graduates who possess the proper combination of business skills, experience, personal ability, and aptitude.

Admission Requirements

Grade 12 or equivalent or Mature Student status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evening, or on weekends.

Program Prerequisites

Introduction to Keyboarding, Keyboarding Skill Building Level 1, Introduction to the Internet, as well as basic level skills in Microsoft Word, Excel, and Outlook.

Duties & Responsibilities

Individuals working in a Business Management career perform a wide range of administrative and supervisory duties relating to the day-to-day operation of a business. Specific job duties vary with education and experience. These duties may include:

- Planning, organizing, directing, controlling, and evaluating the operations of a department
- Implementing efficient working processes, schedules, and procedures
- Preparing reports and briefs for senior management

- Assigning and reviewing the work of subordinate staff
- Training staff in job duties and company policies
- Supervising and evaluating departmental administrative staff
- Providing information, as required by law relating to ongoing business activities

- WEB DESIGN

**Note: Actual course selections may vary by campus and are made at the time of enrollment.*

Personal Attributes Required

To be successful in a Business Management career, individuals must possess the ability to:

- learn new skills and knowledge
- build working relationships to achieve goals
- efficiently manage time and stress
- work collaboratively and effectively as part of a team
- recognize dynamics and politics of an organization
- identify staff training needs
- promote training and development initiatives
- be self-motivated, energetic, confident, and creative
- effectively communicate and use interpersonal skills
- use good listening skills and be tactful
- communicate with people from all walks of life
- employ creative problem-solving skills

Competencies upon Completion

CORE BUSINESS & COMPUTER COURSES*

- BUSINESS SKILLS
Completion of Grammar Essentials for Business Writing, Customer Service, Project Management Fundamentals, Management Fundamentals, Intermediate level of proficiency in Microsoft Project
- EMPLOYABILITY SKILLS
Employment Success Strategies, Thought Patterns for a Successful Career
- BUSINESS SKILLS
Business Essentials
Business Supervisory Skills
Marketing & Sales
Human Resource Management
Business in the Electronic Age

ELECTIVE COURSES*

Students must complete a maximum of 3 credits from the following:

- KEYBOARDING
- OFFICE SKILLS
- WORD PROCESSING
- SPREADSHEETS
- GRAPHICS/PRESENTATION
- BUSINESS SKILLS
- ACCOUNTING

