

Program:	MGT.CERT Business Management Certificate (36 credits)	Division:	Business
Student:		ID#:	Catalog Year: 2024-2025

Developmental Education Courses (if required)								
<input type="checkbox"/>	EAP-018	Intensive Academic English	<input type="checkbox"/>	MAT-020	Basics of College Math	<input type="checkbox"/>	COM-017/019	Foundational Reading/Writing
<input type="checkbox"/>	EAP-020/040	EAP Reading I and Writing I	<input type="checkbox"/>	MAT-03_		<input type="checkbox"/>	COM-097	Academic Literacy I
<input type="checkbox"/>	EAP-050/060	EAP Writing II and Reading II				<input type="checkbox"/>	COM-098	Academic Literacy II

SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion. Plans may be modified by adding more semesters.

SEMESTER I – Fall (12 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	ACC-105	Financial Accounting	3	COM 098 or EAP-050 and EAP-060; IFT-110* (may be taken concurrently). BUS-110 recommended	F/Sp/OL
M	BUS-100	Introduction to Business	3	COM-098 or EAP-060 and EAP-050	All & OL
M	COM-121*	English Composition I	3	COM-098 or EAP-060 and EAP-050	All & OL
M	MGT-100	Principles of Management	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 2 – Spring (15 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	ACC-110	Managerial Accounting	3	ACC-105, BUS-110	All
M	BUS-220	Principles of Marketing	3	COM-121* with "C" or better, BUS-100	All & OL
M	BUS-230	Business Law	3	COM-121* with "C" or better	All & OL
M	IFT-110*	Microcomputer Applications	3	MAT-020; COM 098 or EAP 060 & EAP 050	All & OL
M	MGT-210	Supervisory Management	3	MGT-100 and COM-121* with "C" or better. Strongly recommend MGT-200	Spring

SEMESTER 3 – Fall (9 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	MGT-200	Human Resource Management	3	COM-121* with "C" or better and MGT-100	Fall
M	MGT-215	Human Relations in Business	3	COM-098 or EAP-060 and EAP-050	All
M	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All

*Sections of these courses offered in the Honors Program, check <https://www.racc.edu/academics/honors-program> for details. **Online (OL)** may not be offered every semester. Please check the schedule.

The Business Management Certificate Program is designed to develop the skills necessary to implement and monitor effective business management practice. The knowledge gained from these courses will be helpful in entry-level management and management trainee positions. Coursework may later be applied to an Associate in Applied Science degree.

Date created: September 2019	Updated: June 2024	All = Fall/Spring/Summer; OL = Online M = Major; E = Elective; G = GenEd
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