



Study for two semesters and successfully complete these four courses

1st
Semester

Bus 20 Management

Planning, organizing, leading, controlling, and the application of managerial concepts are discussed.

Bus 22 Human Relations

Major themes of human relations in organization including values, perception, motivation, conflict management, teamwork, and leadership.

Earn Your **Business Fundamentals Certificate**

2nd
Semester

CIS 13 Computer Information Systems

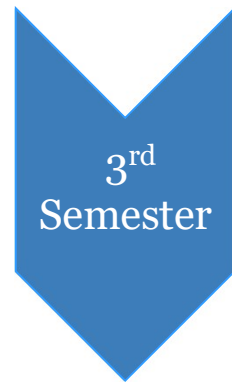
Concepts and technologies used in processing information in an organization.

Bus 29 Oral Business Communications

Principles of effective speaking and writing in business situations.



Study for two additional semesters and successfully complete these four courses



Bus 21 Human Resources Management
Effective management of common issues in human resources from the perspective of the employee and employer are discussed.

Bus 14 Marketing
Topics include market analysis, planning, product development, marketing mix, and media decisions.

Earn Your **Retail Management Certificate**



Bus 19 Retailing Management
Topics include site selection, layout, merchandising, staffing, positioning, customer service, and promotional techniques.

Bus 11 Accounting for Small Business
The fundamental theory, principles, and procedures of financial accounting with an emphasis on small business.



Retail Management Path to Success

1st
Semester

- Bus 20 Business Management Online or In Class
- Bus 22 Human Relations in Organizations Online or In Class

2nd
Semester

- CIS 13 Computer Information Systems Online or In Class
- Bus 29 Oral Business Communications Online or In Class

3rd
Semester

- Bus 21 Human Resources Management Online
- Bus 14 Marketing Online or In Class

4th
Semester

- Business 19 Principles of Retailing Management Online
- Bus 11 Accounting for Small Business Online or In Class **OR** Bus 1A Financial Accounting Online or In Class