

# Certificate in Business Management

## Program Overview

Upon completion of this certificate, students will have general business knowledge to guide them in the management of their office of employment or as a foundation for growing their own business. This certificate can also be added to an associate degree in a non-business area to provide knowledge that supports management in that field (i.e., Automotive, Construction, Graphic Arts, Welding, etc.).

## To Learn More About This Program

Contact Andrew Churchill at 269-782-1218 or [achurchill@swmich.edu](mailto:achurchill@swmich.edu) or James Benak at 269-782-1221 or [jbenak@swmich.edu](mailto:jbenak@swmich.edu).

## Certificate Requirements

To earn this certificate, students must have an overall GPA of 2.0 or higher, fulfill the course requirements of the program listed below, and complete a minimum of 21 credit hours. Additionally, any prerequisite course must be completed with a minimum grade of C.

## Course Offerings

Students pursuing a Certificate in Business Management may complete all requirements for this program fully online. Courses within this program may also be offered on-site at our Dowagiac or Niles campus.

## Certificate Courses

Course ID	Course	Credits
ACCO 201	Principles of Accounting 1	4 credits
BUSI 200	Small Business Management	3 credits
BUSI 201	Principles of Management	3 credits
BUSI 207	Business Law I	3 credits
BUSI 214	Business Communications	3 credits
BUSI 220	Marketing	3 credits
ECON 202	Microeconomics	3 credits
ISYS 110	Intro to Computer Technology	3 credits

**Total Program Credits: 25**

## Additional Notes About the Certificate in Business Management

- A prerequisite course may be needed prior to enrollment in some courses within this program. Specific prerequisite requirements are listed in the Course Description section in the Course Catalog. A summary of the prerequisites is listed below in the Example Course Sequence.
- Courses taken out of sequence may delay a student's ability to complete the program in a timely manner. Please consult your advisor regularly.
- Each student should submit a graduation application at least one full semester before they plan to graduate.
- This program is subject to change. Students should consult with their advisor for program updates.

## Example Course Sequence

The following is a sample of a semester-by-semester approach to completing this program.

### FIRST SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
BUSI 200 Small Business Management	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
BUSI 201 Principles of Management	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
BUSI 214 Business Communications	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
ISYS 110 Introduction to Computer Technology	3 credits	None

### SECOND SEMESTER

Courses	Credits	Prerequisites (Minimum Grade of C Required)
ACCO 201 Principles of Accounting 1	4 credits	BUSI 200 (concurrent enrollment allowed)
BUSI 207 Business Law 1	3 credits	None; BUSI 200 recommended
BUSI 220 Marketing	3 credits	ENGL 115, ENGL 103W, ENGL 103, ENGL 104, or English test score (Level 2 or higher); concurrent enrollment in ENGL 115 allowed
ECON 202 Microeconomics	3 credits	None (concurrent enrollment in ECON 201 not recommended)