

Business Management

(2-Year Technical Program, 3 credits per full-year program)

Learn About:

- Business ownership
- Marketing
- Management
- Human Resources

Develop These Skills:

- Computer apps.
- Business Communications
- Running a business
- The use of Public Relations




Department Manager



Human Resources

Business owner



In This Program You:

- Discover new business ventures
- Learn about customer relations
- Find out what business communications is all about

INTRODUCTORY COURSE
TRY IT OUT!! .5 Credits

BUSINESS BASICS

CDC business courses are designed to prepare students for entry into the world of business at many levels. This introductory program will prepare you to enter any business program. You will become familiar with state of the art industry software applications, including: Word, Excel and PowerPoint. Students will create different types of business documents using Microsoft Office software. You will create a portfolio. You will increase decision-making, time management, personal finance and career research and communication skills, which are all critical in preparing for a college business program or business career. Students will learn:

- Practical skills in computer technology
- Financial matters
- Marketing
- Management

THIS CLASS CAN SATISFY MAUHS 0.5 TECHNOLOGY REQUIREMENT.