Business Leadership
Post Secondary Certificate

Professional–Technical Program

The Business Leadership program allows students to design an associate of applied science degree to fit their educational and professional goals by completing a set of post-secondary certificates. The components of the A.A.S. degree consist of four areas: a Post-Secondary Certificate in the Foundation Courses, a Post-Secondary Certificate in the General Business Core, two Post-Secondary Certificates selected from a rich mix of Professional-Technical Areas of Competence (PTAC), and completion of the General Education requirements for a total of 61 credits.

Successful completion of each of the Post-Secondary Certificate options will enable students to specialize in specific areas of interest for entry-level positions that meet their individual career goals. Placement in some of the courses in the Professional-Technical Areas of Competence may be determined by college assessment tests or prior to completion of prerequisites.

The requirements for the associate of applied science Business Leadership degree is described on the next page.

Foundation Courses

Course No.	Title	Credits
BLDR-105	Customer Service	3
CAOT-120	Word Processing/Word 1	1
or CAOT-160	Desktop Publishing/Publisher 1	(1)
CAOT-130	Spreadsheets/Excel 1	1
or CAOT-161	Desktop Publishing/Publisher 2	(1)
COMM-233	Interpersonal Communication	3
CSC-106	College Internet Skills	1
		Total 9

General Business Core Courses

Students completing the A.A.S. degree in Business Leadership must complete the following courses:

Course No.	Title	Credits
ACCT-138	Accounting for Managers	3
BUSA-101	Introduction to Business	3
BUSA-211	Principles of Management	3
or BUSA-221	Principles of Marketing	(3)
BUSA-265	Legal Environment of Business	3
		Total 12

Areas of Competence

Supervision Option

Course No.	Title	Credits
BLDR-110	Supervisory Management	3
or BLDR-112	Achieve Global	(3)
BLDR-214	Budget and Finance	3
BLDR-216	Legal Issues for Supervisors	3
BMGT-256	Problem Solving Through Team Dynamics	3
		Program Total 12

Leadership Option

Course No.	Title	Credits
BLDR-122	Leadership	3
BLDR-222	Project Management	3
BLDR-225	Strategic Planning	3
BUSA-234	Ethical Conduct in Business	3
		Program Total 12

Human Resource Management Option

Course No.	Title	Credits
BLDR-132	Employee Benefits and Compensation	3
BMGT-260	Human Resource Management	3
HRA-110	Diversity and Human Relations	3
HRA-210	Recruiting, Selection, and Retention	3
		Program Total 12

Quality Option

Course No.	Title	Credits
BLDR-140	Lean I	3
BLDR-142	Safety	2
BLDR-144	Principles of Quality	2
BLDR-240	Lean II	3
BLDR-242	Inventory & Supply Chain Management	2
		Program Total 12

Medical/Health Care Option

Course No.	Title	Credits
ALTH-106	Working in Health Care	2
BLDR-150	Health Information Technology	3
CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
CAOT-180	Legal Issues in Health Care	1
CAOT-186	Medical Coding	3
		Program Total 14

Office Management Option

Course No.	Title	Credits
BLDR-160	Business Communications	3
BUSA-240	Computer Systems & Business Apps.	3
CAOT-184	Records Systems Management	3
CAOT-210	Office Procedures	3
		Program Total 12

Computer Applications & Office Technology Option [1]

Course No.	Title	Credits
CAOT-112	Keyboarding 1	1
CAOT-115	Outlook	1
CAOT-120	Word Processing/Word 1	1
CAOT-121	Word Processing/Word 2	1
CAOT-122	Word Processing/Word 3	1
CAOT-130	Spreadsheets/Excel 1	1
CAOT-131	Spreadsheets/Excel 2	1
CAOT-132	Spreadsheets/Excel 3	1
CAOT-140	Database 1	1
CAOT-141	Database 2	1
CAOT-142	Database 3	1
CAOT-150	PowerPoint	1
CAOT-164	Computer Fundamentals for Technical Programs	1
CAOT-166	Living Online for Technical Programs	1
		Program Total 14

Notes:
[1] Students taking this option must take Desktop Publishing 1 and 2 in the Foundation Courses for the A.A.S. degree.