

## Business Management

### • Business Certificate Options

- Entrepreneurship
- Finance
- Management/Supervision
- Sales

#### ► Contact Information

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#### ► Delivery Methods

Face-to-Face: Wahpeton  
Face-to-Face: Fargo  
Online: Some Classes  
Combination

The Business Management Certificate Options consists of four independent plans of study in the areas of Entrepreneurship, Finance, Management/Supervision, and Sales. Students may choose to complete any of these individual plans of study to earn a certificate in Business Management with an emphasis in that respective area. If students' progress through all four plans of study satisfactorily, they will need only to complete two credits of wellness electives to earn an Associate in Applied Science degree in Business Management with an emphasis in Marketing, Sales and Hospitality Services.

Designed to meet the needs of an adult population, this program is delivered in a hybrid, or blending of face-to-face and online learning.

As stand-alone certificates, these classes may provide learners with the opportunity to learn and/or enhance their selling and communication skills; to discover their entrepreneurial abilities; to understand their role as a manager/supervisor; or to provide the knowledge needed to analyze the financial workings of an organization. These skills, combined with real-world experience and the numerous leadership opportunities that will be available, will enable the learner to develop into a valuable asset in the business community.

**NOTE:** This program requires either an HP EliteBook 850 or ZBOOK 15 laptop or equivalent. Please refer to the NDSCS website for specifications. The cost will be approximately \$1065.00 for the EliteBook 850 and \$2100.00 for the ZBOOK 15, if purchased through NDSCS. For further information, contact Greg Anderson, department chair, at 701-671-2172.

### Admission Requirements\*

The applicants must be high school graduates or equivalent. Work experience in marketing or general business courses is helpful.

**Please Note:** Students are placed into English, math and reading courses based on ACT, ACCUPLACER or other nationally recognized tests. Please see [www.ndscs.edu/current-students/student-success/test-center](http://www.ndscs.edu/current-students/student-success/test-center) for the NDSCS Course Placement Policy and testing information. Students may be on an extended plan of study pending their course placement.

*\*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.*

### Award

Upon successful completion of the required courses for the **Entrepreneurship** plan, students will be awarded a certificate in Business Management with an emphasis in Entrepreneurship.

Upon successful completion of the required courses for the **Finance** plan, students will be awarded a certificate in Business Management with an emphasis in Finance.

Upon successful completion of the required courses for the **Management/Supervision** plan, students will be awarded a certificate in Business Management with an emphasis in Management/Supervision.

### Entrepreneurship

| Course Code | Course Title                   | Credits |
|-------------|--------------------------------|---------|
| BADM 201    | Principles of Marketing        | 3       |
| BADM 217    | Promotion and Advertising      | 3       |
| BADM 230    | Marketing Information Analysis | 3       |
| BUSN 170    | Entrepreneurship               | 3       |

### Related/General Education Courses

|                                               |                                      |           |
|-----------------------------------------------|--------------------------------------|-----------|
| ENGL 125                                      | Introduction to Professional Writing | 3         |
| PHIL 215                                      | Contemporary Moral Issues            | 3         |
| <b>Total Required Credits for Certificate</b> |                                      | <b>18</b> |

### Finance

| Course Code | Course Title                 | Credits |
|-------------|------------------------------|---------|
| ACCT 200    | Elements of Accounting I     | 4       |
| ACCT 201    | Elements of Accounting II    | 4       |
| ACCT 118    | Applied Accounting           | 3       |
| BUSN 254    | Financial Statement Analysis | 3       |

### Related/General Education Courses

|                                               |                              |           |
|-----------------------------------------------|------------------------------|-----------|
| ECON 202                                      | Principles of Macroeconomics | 3         |
| <b>Total Required Credits for Certificate</b> |                              | <b>17</b> |

### Management/Supervision

| Course Code | Course Title                      | Credits |
|-------------|-----------------------------------|---------|
| ACCT 215    | Business in the Legal Environment | 3       |
| BADM 202    | Principles of Management          | 3       |
| BADM 282    | Human Resource Management         | 3       |

### Related/General Education Courses

|                                               |                           |           |
|-----------------------------------------------|---------------------------|-----------|
| CSCI 116                                      | Business Use of Computers | 4         |
| ENGL 110                                      | College Composition I     | 3         |
| <b>Total Required Credits for Certificate</b> |                           | <b>16</b> |

### Sales

| Course Code | Course Title             | Credits |
|-------------|--------------------------|---------|
| BADM 234    | Customer Service         | 1       |
| BADM 240    | Sales                    | 3       |
| BADM 244    | Sales Seminar            | 3       |
| BUSN 120    | Fundamentals of Business | 3       |

### Related/General Education Courses

|                                               |                                 |           |
|-----------------------------------------------|---------------------------------|-----------|
| BOTE 108                                      | Business Mathematics            | 3         |
| COMM 110                                      | Fundamentals of Public Speaking | 3         |
| <b>Total Required Credits for Certificate</b> |                                 | <b>16</b> |

### Business Management – Marketing, Sales and Hospitality Services

|                                                  |           |
|--------------------------------------------------|-----------|
| <b>Credits</b>                                   |           |
| Completion of Entrepreneurship Certificate       | 18        |
| Completion of Finance Certificate                | 16        |
| Completion of Management/Supervision Certificate | 16        |
| Completion of Sales Certificate                  | 16        |
| Wellness Elective(s)                             | 2         |
| <b>Total Required Credits for A.A.S. Degree</b>  | <b>68</b> |

### Award (continued)

Upon successful completion of the required courses for the **Sales** plan, students will be awarded a certificate in Business Management with an emphasis in Sales.

Upon successful completion of the required courses for the four plans of study and two credits of wellness electives, students will be awarded an Associate in Applied Science degree in Business Management with an emphasis in Marketing, Sales and Hospitality Services.

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