

INTRODUCTION TO BUSINESS MANAGEMENT, CERTIFICATE

Requirements for an undergraduate certificate may be completed at any campus location offering the specified courses for the certificate.

Program Description

The introduction to business management certificate provides a strong foundation in core business areas (management, accounting, communications and technology).

What is Introduction to Business Management?

Business Management includes the performance or management of business operations and decision making, as well as the efficient organization of people and other resources.

You Might Like This Program If...

- You desire to add business skills to your major program of study.
- You are looking for a well-rounded introduction to basic business concepts.

Program Requirements

To earn an undergraduate certificate in Introduction to Business Management, a minimum of 15 credits is required.

Code	Title	Credits
Prescribed Courses		
<i>Prescribed Courses: Require a grade of C or better</i>		
ACCTG 211	Financial and Managerial Accounting for Decision Making	3-4
or FIN 100	Introduction to Finance	
CAS 100	Effective Speech	3
ENGL 15	Rhetoric and Composition	3
MGMT 100	Survey of Management	3
MIS 103	Microcomputer Applications in Business	3
or MIS 204	Introduction to Management Information Systems	

No Prerequisites Required.

Certificate Learning Objectives

- Develop Oral Communication skills in Business.
- Develop written communication skills in Business.
- Use contemporary information technology tools to accomplish professional tasks effectively.
- Develop a basic foundation of management theory.
- Develop strong math business principles.

Academic Advising

The objectives of the university's academic advising program are to help advisees identify and achieve their academic goals, to promote their intellectual discovery, and to encourage students to take advantage of both in-and out-of class educational opportunities in order that they become self-directed learners and decision makers.

Both advisers and advisees share responsibility for making the advising relationship succeed. By encouraging their advisees to become engaged in their education, to meet their educational goals, and to develop the habit of learning, advisers assume a significant educational role. The advisee's unit of enrollment will provide each advisee with a primary academic adviser, the information needed to plan the chosen program of study, and referrals to other specialized resources.

READ SENATE POLICY 32-00: ADVISING POLICY (<https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/32-00-advising-policy/>)

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<https://wilkesbarre.psu.edu/ce/working-professionals/credit-certificates/introduction-business-management> (<https://wilkesbarre.psu.edu/ce/working-professionals/credit-certificates/introduction-business-management/>)