

# BUSINESS MANAGEMENT, LEVEL 2 CERTIFICATE



## Program Information

The business environment is constantly changing; therefore, effective and efficient management requires learning and applying the latest techniques in management to advance your career and become a more valuable manager in the organization. As a graduate of the San Jacinto College Business Management program, you will be prepared to assume first-line supervisory positions in business organizations of every type. You will also be on a career track to higher levels of management as your experience grows in applying the concepts and techniques learned at San Jacinto College.

The San Jacinto College Business Management program:

- Helps students develop leadership and management skills by providing a basis in analysis and problem solving and an understanding of managing human behavior and resources; and
- Places an emphasis on planning, organizing, staffing, and leading through effective communication techniques for roles in purchasing, production control, and marketing.

**Course topics may include:**

- Marketing
- Management
- Leadership
- Purchasing
- Selling
- Human Relations
- Human Resources
- Problem Solving
- Decision-Making

## Career Opportunities

Graduates of this program are prepared to assume first-line supervisory positions in business organizations of every type including:

- Retail
- Wholesale
- Manufacturing
- Materials management
- Distribution

- Governmental agencies
- Nonprofits

## Earning Potential

Earning potential varies based on industry. This is just an example of one industry's earning potential.

First-Line Supervisors of Retail Sales Workers, median salary: \$48,487 per year<sup>1</sup>

<sup>1</sup> Source: [texaswages.com](http://texaswages.com) (<http://texaswages.com>), median salary Gulf Coast region, 2021

For more information, students may contact Central, 281-476-1841; North, 281-998-6350, x7765; and South, 281-929-4603.

## Campuses

Central Campus

North Campus

South Campus

San Jac Online

## Information

Business Management is a two-year supervisory training program that combines classroom management theory with practical on-the-job training. The program leads to the Associate of Applied Science (AAS) in Business Management. The Business Management curriculum includes courses designed to provide a practical, comprehensive program covering certain managerial activities. The program is designed to meet the needs of people preparing for careers in business and industry such as retailing, wholesaling, industrial management, small business, and human resources. The Business Management program supports the theory that there is no substitute for world-of-work experience in the learning process. Management course work includes studies in basic principles of management, human relations, group dynamics, motivation of individuals and groups, leadership development, organization of work and people, study of supervisory functions, and many other management interests, including international business and trade.

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

## A Contemporary Approach to Management Training

Concurrent with the business management courses, students in the Supervision or the Small Business Entrepreneur programs are required

to take a practicum that coordinates job training with classroom theory. One of the requirements of the practicum course is that a student work a minimum of 20 hours per week at a training station approved by a business management coordinator. Designed as a development tool, the practicum requires that the business management coordinator, the employer, and the student agree on a tentative training outline or personal development plan that, according to specific guidelines, must improve, enhance, and demonstrate personal and professional managerial skills of the student at work.

Note: Students taking the BMGT 2382 Cooperative Education - Business Administration and Management, General course should be counseled by a business management coordinator or the Department Chair prior to registration. The BMGT 2382 Cooperative Education - Business Administration and Management, General course helps students receive practical training and experience compatible with their management career objectives.

## Plan of Study

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<b>First Term</b>		<b>Credits</b>
BMGT 1327	Principles of Management	3
BCIS 1305	Business Computer Applications	3
HRPO 1311	Human Relations	3
ACNT 1303	Introduction to Accounting I	3
MRKG 1311	Principles of Marketing	3
<b>Credits</b>		<b>15</b>
<b>Second Term</b>		
BMGT 1305 or BUSI 2304	Communications in Management or Business Communications	3
HRPO 2301	Human Resources Management	3
BMGT 1309	Information and Project Management	3
IBUS 2341	Intercultural Management	3
MRKG 2312	E-Commerce Marketing	3
<b>Credits</b>		<b>15</b>
<b>Third Term</b>		
BMGT 2382	Cooperative Education - Business Administration and Management, General	3
BUSI 2301	Business Law	3
BMGT 2309	Leadership	3
BMGT 1313	Principles of Purchasing	3
BMGT 2303	Problem Solving and Decision Making	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>45</b>

**Capstone Experience:** BMGT 2382 Cooperative Education - Business Administration and Management, General