

High School Course Sequence for Business Management, Certificate
(Student selects *BUMG.CER1* as program of study on ApplyTexas)

9th (Fall)		9th (Spring)	
		BCIS 1305-Business Computer Applications	3 hrs
10th (Fall)		10th (Spring)	
BUSI 1301 - Business Principles	3 hrs	HRPO 1311 - Human Relations	3 hrs
11th (Fall)		11th (Spring)	
BMGT 1301 - Supervision (1st 8- weeks)	3 hrs	BMGT 2309 - Leadership (1st 8-weeks)	3 hrs
BUSG 1303- Principles of Finance (2nd -8 weeks)	3 hrs	MRKG 1311 - Principles of Marketing (2nd 8-weeks)	3hrs
12th (Fall)		12th (Spring)	
BUSG 2309 - Small Business Management/ Entrepreneurship (8 weeks)	3 hrs		

BUSI 1305- Course discusses business computer terminology, hardware, software, operating systems and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentations graphics and business-oriented utilization of the Internet.

BUSI 1301- Course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money, and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

HRPO 1311- Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

BMGT 1301- The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation and human relations skills. Course is designed for those who aspire to be supervisors as well as those practicing managers who wish to supplement their work experience.

BUSG 1303- Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money.

MRKG 1311- Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues

BMGT 2309- Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

BUSG 2309- Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies and legal issues.